



Attendance Policy

*Children's House and Rachel Keeling Nursery School
Federation*

Summer 2024

To be reviewed Summer 2026

Rationale

The early years are critical in children's development. Children develop rapidly during this time – physically, intellectually, emotionally and socially. It is Children's House and Rachel Keeling Nursery School's responsibility to ensure we provide the very best for children – challenging, exciting and stimulating learning experiences.

We know children who attend school every day make good progress in their learning, develop secure attachment and build incredible friendships. It is parents'/carers' responsibility to ensure that they help their children understand how important education is by bringing their children to school on time and on a daily basis, forming good habits early.

Purpose

To ensure all families understand the importance of regular and punctual attendance.

Expectations

1. **Daily attendance is expected.** If your child is unwell, they should not be brought to school.

Please email:

Children's House:

attendance@childrenshouse.towerhamlets.sch.uk

giving your child's name, class and reason for absence.

Alternatively you can telephone the school office on 0208 980 4662

Rachel Keeling: attendance@rachelkeeling.towerhamlets.sch.uk

giving your child's name, class and reason for absence.

Alternatively you can telephone the school office on 0208 980 5856

In the event of a pandemic, we may need to adhere to guidance and strict isolation as advised by Public Health England.

2. **Please do not book holidays in term time.** You are expected to organise family holidays during school holiday periods. Tower Hamlets has advised that holidays and extended leave **should not be authorised** in term time. If you wish to apply for leave you must complete a form available from the school at least 10 days prior to the proposed date of travel and the details of your travel must be supplied to the school.

3. Taking your child out, even for a day – to visit a relative, go to the airport, go shopping etc – is **not** seen by the Authority as an acceptable absence and will be recorded as unauthorised.
4. If one of your other children is unwell, you must try and ensure that your child attends the nursery. Keeping your child at home should only happen in exceptional circumstances.
5. **Arrive and collect your child on time.** Bringing your child to school on time, and collecting them on time, is as important as regular daily attendance. Late arrival or collection can cause distress for a child. If you are unavoidably held up and will be late collecting your child you must inform the school. Unless the school knows the reason for the lateness they are required to contact Social Services if a child is left at the school for more than thirty minutes after their normal collection time.
6. **It is your responsibility to inform the office if your child is absent, explaining the reason for the non-attendance.** Keeping accurate daily registers is a legal requirement. The school needs to ensure that clear reasons for absence are known and marked in the registers.
7. If your child is regularly late or has frequent absences you will be asked to meet with your child's key person to get a support plan in place. The executive head teacher may meet families for whom the support plan is not effective.
8. In extreme cases where absences are lengthy or numerous, your child will lose their place at our school and it will be offered to another child.



Summary of what the school does to support children in coming to school every day in partnership with parents/carers and other agencies.

- The Executive Head Teacher speaks to all new parents and carers, highlighting the importance of regular attendance and the possibility of children losing their place should attendance be poor in their welcome meeting.
- Key Persons will raise the importance of attendance during settling.
- Warm, positive and open relationships between staff and families to join up the model of working between home and school.
- Clear communication channels. If a child is absent: parent/carer should inform the school in the morning as to why their child is not coming to school. If the parent/carer has failed to inform the school, the school office will contact the home and establish why the child is absent. If the school is unable to make contact with the home the child's absence will be recorded as unauthorised.
- Attendance is monitored daily through registers. The executive head teacher, deputy head and key workers monitor attendance and punctuality on a daily basis. The executive head teacher and admin team meet termly to monitor and review attendance and punctuality. Children who have attendance below 85% and who are regularly late will be flagged up at these meetings. Initially the key person will meet with families to establish reasons and support the family in improving attendance and punctuality. Following this meeting the child will be monitored.
- If absenteeism/lateness persists, there will be a meeting with the executive head teacher. Unless attendance/punctuality improves the child could lose their school place.

Protocol for Absence where we do not hear from family - please follow the steps below.

- 1) **Day One:** School makes contact on the first day via phone.
- 2) School sends a text.
- 3) School sends an email.
- 4) **Day Two:** Repeat above steps.
- 5) Contact other emergency contacts on the admission list.
- 6) Contact school where siblings attend (if applicable).
- 7) ***If the family is vulnerable, 2 members of staff will conduct a home visit on the second day.***
- 8) **If there is no response from the vulnerable family, call 101 and ask for a welfare check to be carried out on the address.**