

BOWERDEAN & MAPLEDEAN NURSERY SCHOOL & MAPLEDEAN CHILDREN'S CENTRE

ATTENDANCE POLICY

At the time of entrance to nursery, parents/carers are asked to let the nursery staff know when their child will be absent from school e.g. any kind of known absence including holidays, any form of illness and the expected duration of the absence.

Should the parents/carers not contact the nursery they are expected to give a reason for absence on the child's return. The nursery will ring after 3 days absence.

When a child has frequent absences or continued absence a staff member will comment on this to the parent and await an explanation.

If the frequent/ prolonged absences continue a member of staff will discuss the child's attendance with the Headteacher. If over a period of 3 weeks attendance goes below 50% a letter will be sent to the family informing them that they may forfeit the place if attendance doesn't reach 75%.

Where contact with the parents/carers proves impossible, after a period of 4 weeks it will be deemed that the child has either:-

- moved out of the area
- circumstances are preventing the child from attending
- the place is no longer wanted.

When a child goes on an extended holiday that child will be removed from the Nursery register if there is no return after the agreed date, (usually 6 weeks) and the place will be given to a child on the waiting list.

On return from an extended holiday the child will rejoin the waiting list.

All communications regarding holidays of any length must be in writing.

Absence figures and analysis are reported to Governors termly in the Headteacher's report.

Unicef Rights for every child, Article 28: "All children have a right to an education".

Absence due to family holidays.

Wherever possible parents/carers should avoid taking their children out of school during term time for family holidays, such absences can be very disruptive to the children's learning and development. All requests must be made in writing in advance of holidays taken during term time. This is not an entitlement and each request will be considered individually. Only in very exceptional circumstances will authorization be given for more than 10 days in term time in any one year. A return date will be agreed with the parent/ carer. If the child does not return on this date he/ she will be removed from the register.

All children going on holiday are encouraged to keep a diary which they can share with the nursery upon return to school.