Tullygally Primary School & Nursery Unit

Managing Pupil Attendance Policy

April 2020

INTRODUCTION

In line with our school ethos, we aim to provide a happy, caring and safe learning environment.
Our Managing Pupil Attendance Policy has been developed to safeguard our nursery pupils and should be read in conjunction with other policies e.g. Safeguarding and Child Protection Policy and Pastoral Care Policy.

Attendance at nursery is not compulsory, however continuous non-attendance impacts on a child's learning and their relationships with their peers. Where an outside agency becomes involved with a pupil, e.g. Social Services, attendance may be requested. As a nurturing school, we strive to encourage pupils to achieve their full potential. To enable this, pupils must, where possible, attend nursery on a regular and consistent basis. We recognise that circumstances may arise that may make this difficult, e.g. illness, bereavement and other changes to family circumstances. At all times, communication is key between staff and parents / guardians to ensure that any barriers to learning are overcome.

The Role of the Parent / Guardian:
- To ensure that pupils are brought to school every day and on time by a responsible adult;
- To ensure that pupils attend school unless for a specific and appropriate reason e.g. illness, bereavement etc.;
- To ensure that pupils are collected on time by a responsible adult who has been given written permission to collect your child;
- To contact the school on the first day of pupil's absence to inform them that they will not be attending and of the reason for it;
- On the first day of the pupil's return to school, ensure that an absence slip has been completed for our records (see next page);
- To notify the school if they no longer require a place in the nursery for their child;
- Where an absence is ongoing over a longer period, the parent / guardian must keep in contact with the school e.g. weekly.

The role of the staff
- To develop clear and consistent communication with parents / guardians;
- To identify and remove barriers to learning caused by non-attendance;
- To ensure the safety and well-being of every pupil in the nursery;
- To ensure Principal and school safeguarding team is informed of any ongoing absences;
- to communicate information to appropriate outside agencies e.g. social services.

Procedure to be followed if a pupil is absent and a parent / guardian does not contact school
- Where a pupil continues to be absent for a second day without any explanation, the class teacher will attempt to make contact with their parent / guardian, initially by telephone. details of any telephone conversation will be noted and kept on record.
- If contact has been unsuccessful and the absence continues, the class teacher will ensure that the designated Teacher for Child Protection in the nursery and the principal is informed. Further telephone contact will be attempted daily and noted.
- After one week of unexplained absence and unsuccessful attempts to contact the parent / guardian by telephone, a letter will be sent by the school to them asking them to contact the school immediately. If a child is known to Social Services, they will also be informed of the absence by the school, and this contact recorded.
- If after 28 days the parent / guardian has made no attempt to contact school and where the absence remains unexplained, the school reserves the right to withdraw the pupil's name from the school register and offer the place to another child.
- If the nursery staff have concerns about a pupil's non-attendance, the Head of Nursery and Principal will seek to arrange a meeting with their parents / guardians to discuss the issue and provide support where possible. this may include exploring a reduced day to help the child to settle, or to suggest strategies or other support that may improve the situation for all parties concerned.

Tullygally Nursery Unit
ABSENCE NOTIFICATION FORM
<u>**Please Note – This form must be completed for each period of pupil absence and returned to the school immediately.**</u>

Name of Pupil _____

Class / Teacher Name _____

Date(s) of Absence: From ____/____/_____ **to** ____/____/_____

Reason for Absence _____
_____
_____
_____
_____

<u>**Signed**</u> **(Parent / Guardian)** _____

Date _____