

SOMERSET NURSERY SCHOOL AND CHILDREN'S CENTRE

POLICY ON ATTENDANCE AND PUNCTUALITY

Reviewed	October 2017
Updated	November 2017
Due to be reviewed	October 2018

Somerset Nursery School and Children's Centre

Attendance and Punctuality

Somerset Nursery School and Children's Centre is run by Wandsworth Borough Council. The education we provide is carefully planned, monitored and inspected by OFSTED.

Although nursery education is non-statutory, there are good reasons why it is important that children attend regularly and punctually. There is a very high demand for places here and we ask all parents and carers to cooperate by making good use of the provision we offer.

Regular attendance is vital for:

- Continuity of learning
- The development of confidence
- The development of good relationships with other children and with the adults who work here
- A positive attitude to school
- The development of good habits and routines which will last throughout life.

Even a day's absence can unsettle a child, undermine their confidence and interrupt their learning.

Research shows that children who do not attend Nursery or school regularly often struggle to keep up and can experience real difficulties as time goes on.

We have a statutory duty to protect children, and will always need to know that they are safe. If your child is away from the Centre, please let us know the reason as soon as possible.

We have to record all absences as authorised or unauthorised. Attendance figures are reported at Governor's meetings and are taken into account when we are inspected by OFSTED. We closely monitor attendance and the Education Welfare Team are notified of any concerns we may have. Your Child's attendance at Nursery, is also shared with their feeder Primary School.

If you have a problem getting your child to the Centre please talk it over with us, and we will try to help.

Holidays

Holidays should be taken during the Centre's holidays.

Illness

Wandsworth has a policy on infectious diseases; please let us know if your child has an infectious disease. We are happy for children to attend the Centre unless they are really unwell or infectious. We will always contact parents/carers if we think a child is not well enough to be here. Medicines can be given, under some circumstances, by arrangement with parents/carers.

Punctuality

Your child should be here in time for the start of the session. Children can miss out on opportunities if they miss the beginning of an activity, particularly as their time here is very short and precious. It is important to build good habits of punctuality, and we hope that all children will be eager to get here and join in. If your child is anxious or unwilling to come, please tell us and we can work together to find solutions.

Criteria for monitoring

Are staff still in agreement with the policy?

Have there been any changes in Government policy or legislation?

Have any specific problems arisen regarding attendance or punctuality?

Who monitors attendance? Is there evidence of any pattern in poor attendance? Or punctuality?

Could we do anything to improve attendance or punctuality?

Does the wording or punctuation need to be changed for clarity?