



Comper Nursery School Attendance Policy

Whilst recognising that attendance in the Nursery School is *not statutory*, we strive to foster high expectations with parents as their children move towards statutory schooling. Although *guidance*, the following strategies reinforce this:

- staff maintain admission and attendance registers. Absenteeism is recorded and monitored (according to the LA advice on categories)
- parents are expected to telephone or to give verbal reasons for absences or lateness
- If a child's absence has not been explained within 30 minutes of registration, then we will attempt to contact the parent, usually by telephone, to account for the child's whereabouts and well-being
- E-mail is more suited to supplement daily messages (not instead of), possibly being appropriate for longer-term absence (after the first day)
- we will encourage parents to take family vacations during the school holidays, but if this is not possible, to ask for a letter with dates and reasons
- we will inform parents that if their vacation exceeds 6 continuous weeks during term time, we reserve the right to offer their child's place to another family
- staff will report any concerns to the head
- Individual arrangements to regularly collect children early can be made, but only in exceptional circumstances, and not as a long-term arrangement

Reviewed September 2017