



Highbury Primary School

‘Valued as Individuals, Inspired and Nurtured as Learners’

Respect, Resilience, Confidence, Kindness, Inclusive, Aspiration

Nursery Attendance and Absence Policy

Introduction

At Highbury Primary School and Nursery we believe that regular attendance at nursery is essential if children are to benefit from their nursery care. Optimum levels of attendance can only be fully achieved when responsibility is accepted and shared by all concerned: pupils, parents, staff, governors, Portsmouth City Council and the local community.

The Role of the Parent

Ultimately, it is the parents’ responsibility to see that their child attends nursery regularly and punctually. If parental support is not forthcoming, strategies to encourage good attendance will be put into place.

Strategies

- **Day One** – Parents are expected to inform nursery of the reason for absence. The nursery will endeavour to make contact if we have not had a reason for absence. The absence will be noted in the Absence Reporting Log.
- **Day Two** – If contact has not been made, nursery will try to contact the main parent/carer by telephoning and sending an email.
- **Day Three** – Both parents/contacts will be telephoned and emailed.
- **Day Four** – A home visit will be carried out.

If a child is on a Child Protection Plan or Children in Need Plan the Social Worker will be informed on the first day of absence if the nursery office has been unable to reach the main parent/carer. If a child is under Early Help, the Early Help worker will be informed.

Leave of Absence

If parents wish their children to have a leave of absence from nursery a Leave of Absence Form should be completed. These are available from the nursery office.

Policy Reviewed: September 2020

Nursery Manager: Rebecca Frost

Policy Review Date: September 2021

Admin Officer: Angie Bayliss

Governor: