



Attendance and Absence Policy

Introduction

At Highbury Primary School & 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 ensure 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. This can be done via Family, email, telephone call or in person. The nursery will endeavour to make contact if we have not received a reason for absence. The absence will be noted on Family.
- **Day Two** - If contact has not been made, nursery will try to contact the main parent/carer by telephoning and sending a message on Family or via 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.

Leave of Absence / Holiday

If parents wish their children to have a leave of absence/holiday from nursery, please use the "Holiday" tab on Family to advise us of the dates. Please note that all leave is chargeable unless an arrangement has been made with the Nursery Manager. (Please refer to Nursery Fees Policy).

Policy Review Date:	June 2023
Next Review Date:	June 2024

Nursery Manager:	Rebecca Frost
Admin Officer:	Angie Bayliss