



## OXHILL NURSERY SCHOOL ATTENDANCE POLICY

### INTRODUCTION

We are a Maintained Nursery School and can admit children from their 2<sup>nd</sup> birthday (fee payers) or the term after their 2<sup>nd</sup> birthday, or their 3<sup>rd</sup> birthday until they transfer to reception class (as long as there is a place available)

We offer 15hours education as well as full time education for children where parents qualify for 30hour provision. This is non-statutory education.

### RATIONALE

Despite being non-statutory, we aim to promote full attendance for all of our children.

### AIMS

- To encourage parents/carers to bring their child for every session, therefore promoting full attendance.

### OBJECTIVES/PROCEDURES

- To encourage parents to inform us of any illness on the first day of their child's absence.
- To encourage parents/carers to inform us of any holidays/short breaks they have arranged.
- To ensure parents/carers understand that non-attendance – without a reason being given – for a period of 4 weeks would result in their child's place being offered to the next person on the waiting list.
- Daily registration of children takes place at the beginning of each session and any absences in the registers.
- First day calling will take place where indicated in the whole school safeguarding record
- Persistent sporadic attendance will be followed up by the headteacher to see if there's an underlying cause

Date reviewed September 2022 (date)

Signed on behalf of the governing body

Name of signatory Sarah Golightly

Role of signatory Chair of governors