



Greenhall Nursery

Attendance Policy

At Greenhall, we aim to ensure that children enjoy coming to Nursery. No child or family is the same and therefore, we have an individualised approach to each individual child.

Legal Framework:

- The Education Act 1996;
- The Education (Pupil Registration) (England) Regulations 2006 and amendments 2010, 2011 and 2013
- The Education (School Day and School Year) (England) Regulations 1999;
- The Education Act 2002; and The Changing of School Session Times (England) (Revocation) Regulations 2011.;
- Crime and Disorder Act 1998;
- The Anti-Social Behaviour Act 2003;
- The Education Act 2005;
- The Education and Inspections Act 2006;
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007;
- The Education (Penalty Notices) (England) Regulations 2007 and amendments; and
- The Education and Skills Act 2008.
- The Equality Act 2010

Principles:

This policy respects the United Nations Convention on the Rights of the Child. The following aspects of the Convention relate most directly to this policy:

- Article 3: All organisations concerned with children should work towards what is best for each child.
- Article 28: All children and young people have a right to a primary education, which should be free. Wealthy countries should help poorer countries achieve this. Discipline in schools should respect children's human dignity. Young people should be encouraged to reach the highest level of education they are capable of.
- Article 29: Education should develop each child's personality and talents to the full.

At Greenhall, we;

- Believe in early intervention. Therefore, we see regular attendance as key to enabling children to maximise the educational opportunities available to them. Educational provision helps children to develop emotionally resilient, confident and competent personalities – to become people who are able to realise their full potential and make a positive contribution to their community.

- Believe that excellent attendance is the responsibility of the whole community and the team around the individual child and family
- Acknowledge that this Policy should not be seen in isolation but is a strand that underpins all other policies related to the well-being of children including safeguarding, behaviour, bullying, and support for children with medical needs.
- Believe that all children of statutory school age should be in school, on time, every day that we are open unless the reason for absence is unavoidable
- Promote that parents have a legal duty to ensure that their children of compulsory school age attend
- We acknowledge that some of our pupils have medical conditions that can affect their attendance, whether it be to attend medical appointments or due to health issues.

Our responsibilities:

- We will promote positive behaviour and attendance through creating a stable environment, the use of curriculum and learning materials and will recognise good attendance appropriately
- We will be proactive in encouraging attendance for all pupils through ensuring parents and pupils receive information on the importance of good attendance and punctuality and will react swiftly to intervene to improve attendance of individual children should this become a concern.
- We will work with parents to resolve problems which may affect a child's attendance and will involve representatives of other agencies that work with the Nursery such as the Nursery Nurse or representatives of the Local Support Team such as Education Welfare Workers where required in order to ensure all children can benefit from consistently good punctuality and attendance. We will use the Early Help Assessment process to support this.

Parents or Carers Responsibilities :

- We expect all parents to share our commitment to educating their child by ensuring their child attends nursery regularly and by developing good relationships with the Nursery.
- Parents have a legal duty to ensure that their children of compulsory Nursery age attend Nursery regularly (a child is classed as compulsory Nursery age the term after their fifth birthday).
- Inform Nursery straight away if your child cannot attend and give the reason.
- Try to make medical, dental or other appointments outside the Nursery day (we recognise that our children generally have a higher number of medical appointments than children of a similar age).
- Ensure the Nursery is aware of any circumstances at home that may be likely to affect their attendance
- Encourage good routines at home which promote a healthy lifestyle including enough sleep
- Talk to your child about Nursery and let the Nursery know if your child is worried about any issues such as difficulties with homework or friendship problems.
- Please avoid booking holidays in term time – if your child is of statutory school age, this will only be authorised in exceptional circumstances

- Seek advice from your G.P. if you are not sure how long to keep your child off Nursery with an illness. You can also look at the 'sick-child' policy on the Nursery website.
- Ensure Nursery has all your up to date contact details.
- Encourage your child to enjoy Nursery and make the most of all the opportunities available to them.

Admissions Register:

Greenhall keeps an admission register which records the date that each child joined the school and their personal details including those of their parents and of their previous school. All schools (including academies) must keep a record of attendance register entries for at least 3 years and inform their local authority of any pupil who is going to be deleted from the admission register.

A pupil can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 where they;

- Have been taken out of school by their parents and are being educated outside the school system e.g. home education (see below on home educated children);
- Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- Have a medical condition certified by the school medical officer that the pupil is unlikely to be in a fit state of health to attend school;
- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,
- Have been permanently excluded.

Elective Home Education:

If school receives written notification from parents that they wish to home educate their child, then we will inform the Local Authority via enquiries@entrust-ed.co.uk of the decision to remove the child's name from the admissions register. Whilst school will not seek to prevent parents from choosing to electively home educate their child, neither will they seek to encourage them to do this – particularly as a way of avoiding exclusion or due to a poor attendance record.

The importance of good attendance and its link to attainment:

The Department of Education has published research into the effect that missing time from school can have on chances of succeeding in tests and exams. [February 22nd 2015 Department of Education](#)). The research is based on data from all schools in England going back several years. The results are very clear – missing even small amounts of time from school can have a significant effect on achievement.

Attendance data and targets:

The Local Authority does not prescribe individual school targets for attendance or persistent absence. School should include here a realistic but ambitious target for whole school attendance and persistent absence and may want to consider setting targets as part of its equality objectives for pupils with protected characteristics or other disadvantaged or vulnerable groups.

Definition of persistent absence:

From September 2015, persistent absentees are defined as those pupils missing 10% or more of possible sessions.

Greenhall Procedures

- **If your child is going to be absent from Greenhall** please notify the Nursery office as soon as possible on 01785 246159. If your child travels on Nursery transport, please ensure that you also notify the transport company.
- Our morning registration is 9-9.30am and our afternoon registration is 12.30-1pm. If your child is going to be late for any reason, please notify the Nursery office.
- Home Nursery agreements
- The Headteacher report to Governors each term details information on Nursery attendance data. Policy and procedures are reviewed each year.
- **Involving other agencies** – the Local Authority must be informed of the absence of any child for a continuous period of 10 days or more without Nursery’s permission but Nursery should involve the Local Support Team and take due regard of safeguarding procedures where absence of a particular child is less than 10 days but presents a cause for concern.
- If your child receives support from an external agency to support their attendance at Nursery, please ensure they are contacted too.
- In the case of **Medical or dental appointments**, please inform the office via telephone on 01785 246159 or put a message in advance in your child’s home-Nursery book. If your child travels on Nursery transport, please ensure that you also notify the transport company.
- **If you wish to take your child out of Nursery during term-time**, please request a leave of absence form from the Nursery office.
- As a Nursery, we monitor and analyse attendance data each term and where appropriate put action is in place to encourage good punctuality and attendance for all pupils including vulnerable groups.
- use of Local Authority Fixed Penalty Protocol as a parental measure to improve pupil attendance in accordance with the Department of Education [School Attendance Parental Responsibility Measures Statutory Guidance January 2015](#)

Appendices:

- [Staffordshire Code of Conduct](#) for Issuing Fixed penalty notices
- Department for Education [Guidance –Pupil Attendance](#) including use of national codes to record attendance or reasons for absence in registers
- Example proformas such as school ‘Leave of Absence’ request or referral form for support from an external agency

Reviewed and approved by full governors: 9/11/17, 6/11/19

Signed: (Headteacher) Date:

Signed: (Chair) Date:

1. Parents who want the school to consider granting leave of absence in school term time should read these notes carefully, **complete the attached form and send it to the head teacher**. This form should be sent to the school in time for the request to be considered **well before** the desired period of absence. Parents are strongly advised not to finalise any booking arrangements before receiving the school's decision regarding their request. Head teachers cannot authorise any leave of absence unless the request is received before the period of absence begins.
2. The Department for Education makes it clear that head teachers may not grant any leave of absence during term time unless there are **exceptional circumstances**. Head teachers now also determine the number of school days a child can be away from school if the leave is granted.
3. There is no automatic right to any leave in term time.
4. Staffordshire County Council understands the challenges that some parents face when booking holidays particularly during school holidays. However, we believe that, in order to ensure children receive the best education and prospects, that they should be in school during term time.
5. Each case will be considered individually and on its own merits. Parents need, therefore, to consider very carefully before making any request for leave of absence. In considering a request, the school will take account of: -
 - the **exceptional** circumstances stated that have given rise to the request
 - the stage of the child's education and progress and the effects of the requested absence on both elements
 - frequency of similar requests
 - whether the parent made the request in advance
 - students/pupils on examination courses or due to take SATS will **not** normally be granted leave of absence.
6. Where parents have children in more than one school a separate request must be made to each school. The head teacher of each school will make their own decision based on the factors relating to the child at their school. However head teachers may choose to liaise with each other as part of their decision-making process.
7. Should the school decide to grant leave of absence, but the child **does not return to school at the time s/he was expected to** (i.e. following the expiry of the granted leave of absence period) and no information is available to the school to explain/justify the continuing absence this absence will be recorded as unauthorised.
8. Should the school decide **not to grant leave of absence** and parents still take their child out of school, the absence will be recorded as **unauthorised**, which may be subject to a Penalty Notice fine of £60 **per parent* per child**. This fine will increase to £120 if not paid within 21 days. Failure to pay the £120 fine within the period 22 to 28 days may lead to Court proceedings.
9. The Local Authority will continue to monitor all school absences during term time and support head teachers in challenging parents who ignore the law.

* Generally the DfE states that parents include all those with day to day responsibility for a child.

Request for leave during term time

To: The head teacher of Greenhall Nursery

Date.....

I request a leave of absence from school during term time for:

my child (full name)

for the period from (date) to (date)

The **exceptional** circumstances and reason for this request are: -

.....
.....
.....

I have (an)other child(ren) in (an)other school(s) as follows

Child(ren) (full name(s))School(s) attended

.....
.....

(Signature of 1st parent/carer(s) Print Name.....

(Signature of 2nd parent/carer(s) Print Name.....

Please return completed form to the school office. The school will write to you and inform you of the decision on whether the request is authorised or not.

For Office Use Only

Current Attendance.....%

Number of school sessions taken as leave during term time(this academic year)

Agreed/Not Agreed

Request for leave is agreed/is not agreed for the above student to take leave during term time between the above dates.

Rationale to decline request:

SignedHead teacher . Date

Notification of decision: Date letter sent to parent/carer.....

School Letter Leave Agreed (TEMPLATE LETTER)

(Parent/carer(s) name and address)

Date

Dear (Parent/carer(s) name)

(Child's name and date of birth)

Thank you for your letter dated (date) requesting permission for (pupil's name) to be absent from school from to

You will be aware that the Department of Education made important changes to the law for families wanting to request leave of absence in term time. The changes made it clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Local Authority and school governors support this; therefore students will only be given permission to take leave in term time if there are exceptional circumstances.

Having looked at your application, I feel that your request can be supported in this instance. **Therefore, the absence to include the dates requested will be authorised.**

Our key priority is to ensure that your child(ren) are as successful as possible and are able to achieve (his/her) full potential. I would therefore ask that you support your child in catching up on the time they will miss in school.

Please note: If your child does not return to school on the date agreed above then you will need to provide a further reason for this absence otherwise it will be recorded as unauthorised and you may then be liable to receive a Penalty Notice.

Yours sincerely

(Name)
Head teacher

School Letter Leave Not Agreed (TEMPLATE LETTER)

(Parent/carer(s) name and address)

Date

Dear (Parent/carer(s) name)

(Child's name and date of birth)

Thank you for your letter dated (date) requesting permission for (pupil's name) to be absent from school from to

You will be aware that the Department of Education made important changes to the law for families wanting to request leave of absence in term time. The changes made it clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Local Authority and school governors support this; therefore students will only be given permission to take leave in term time if there are exceptional circumstances.

I have considered your application very carefully. Although I understand the reason for your request, I am unable to approve leave of absence in this instance, as I believe the circumstances are not exceptional. **Therefore, if your child is away from school during this period it will be recorded as Unauthorised Absence.**

As a school we are obliged to inform you that you may be subject to a Penalty Notice if your child's absence from school is unauthorised. This is in line with Staffordshire County Councils Code of Conduct.

The Penalty Notice fine would be :-

- £60 per parent, per child if paid within 21 days, rising to
- £120 per parent, per child if paid between 21-28 days.
- If the fine is not paid within 28 days you may be prosecuted under S444.1 of the Education Act 1996.

I must advise you that if the prosecution takes place, the maximum fine is £1,000 per parent, per child. This reflects the seriousness of unauthorised absence from school.

Our key priority is to ensure your child(ren) are as successful as possible, are able to reach his/her full potential and gains maximum benefits from his/her educational experience.

I would hope that upon reflection you are able to support this decision in line with the Local Authority and Government policy, that leave should be restricted to the 13 weeks school holidays except in exceptional circumstances.

Yours sincerely

(Name)
Head teacher