



Attendance Policy

Approval body	Governing Body
Approval date	Feb 2024
Implementation date	Immediately
Review date	Annual

Hillview Nursery School - Attendance Policy

Introduction

The policy sets out the nursery school's approach to managing attendance and punctuality.

The importance of good attendance

There are many positive benefits to be gained from regular attendance at nursery. This includes not only coming to every session but also being there on time. Good attendance and punctuality are important for all children.

- Good attendance helps ensure that children have more opportunities to learn and make friends.
- Children who develop a regular pattern of attendance at nursery are better prepared for the move into school.
- Getting into good routines and patterns of attendance at a young age helps ensure that children will succeed later in school life.
- Attending nursery every day helps children to develop a feel for the rhythm of the week and a sense of security from being familiar with nursery routines.
- Young children find it easier to build good social relationships, and to develop secure attachments, when they attend nursery regularly.
- Children who rarely miss sessions are more likely to know what to expect at nursery, and to feel confident in their interactions with adults and other children.
- Good attendance is an important part of keeping children safe and healthy.
- Good attendance helps nursery staff to identify any areas where children need extra help and support.
- Regularly on-time attendance helps many young children to separate from their parents / carers and carers at the start of the day and to settle more easily into nursery life
- Staff carefully plan every session for each child; good attendance helps ensure that children can take every opportunity to benefit from this.

For these reasons, we expect all parents / carers to ensure that their child attends well and we are committed to supporting children and families to overcome any existing barriers to good attendance.

Our attendance lead is monitored by Samantha Davies.

Times

	Arrival	Departure
Morning	8.30am	11.30am
Afternoon	12.15pm	3:15pm

It's important to be on time. Children who arrive late come into the group when everyone else is settled, and this can be difficult. Children who are picked up late often become upset because all their classmates have gone home.

If your child is persistently late, we will need to meet with you. You will need to work out a plan so that you arrive on time. Persistent lateness could result in a fine.

If you are running late for an unavoidable reason, please contact the nursery school.

Sickness

If your child is sick, they need to stay at home until they are better. You can phone us for advice if you're not sure or use the NHS website. Children with minor coughs, colds or other illnesses can still attend, if well enough.

Children with diarrhoea or vomiting should stay away from the nursery for 2 days after their symptoms have gone.

You must follow advice from the nursery school or the NHS when there is high prevalence of an infectious disease, including Covid-19.

You can find useful information about school absence and illnesses on the [NHS Live Well website](#)

Please contact us if your child is ill and will be missing nursery. You should contact us every day, until your child is better. Either phone us on 0208 424 1770 or call / text 07510 448266 or email hillviewnurseryoffice@lea.harrow.sch.uk

Medicines

We can administer medication only if prescribed by a doctor. You must complete a medication form in advance and sign.

Time away from the nursery school

If you are planning a holiday during term time, please let us know via email.

Our procedure

- If your child is absent and we haven't had a message, we will phone you to find out the reason. If you do not pick up, we will send you a text message. It is important that you keep in touch with the nursery school if your child is off sick.
- We check overall attendance regularly to look for patterns and trends, and act promptly. We offer targeted support to families or groups of families, where appropriate.

How we encourage good attendance

- Senior Leaders meet with all families at the beginning of the school year and discuss the importance of attendance and our procedures.
- Key people have daily conversations with families about their child's attendance and follow up when children have been absent.

How we respond to poor attendance

- If your child is regularly absent, we will arrange to meet with you about this. We will explore the reasons for your child's absence and will work on a plan together to improve your child's attendance. We will listen and try to understand if there are any barriers to good attendance. We will explore ways to help you overcome any barrier.

