



Moorlands Nursery School

# Attendance Policy

## including punctuality

Owned By	Interim Head Teacher – Will Brooks
Date Reviewed	June 2024
Next Review	June 2025
Signature: Chair of Governors	

## Attendance

Due to the age of the children and the fact that many young children are sensitive to infections, we have a policy that reflects these factors.

At Moorlands Nursery School we have an expectation of high attendance from all pupils. We believe that good attendance at Nursery School promotes a positive attitude to attendance later in a child's school career.

We believe that young children achieve more if their attendance is consistent. Unnecessary absences result in missed learning opportunities.

We will set out to parents/carers clear expectations of attendance during the application and admissions process, in our ongoing communication with parents/carers and within our policy.

We inform parents of the need to notify the school of absences either personally or by telephone – we will inform parents that failure to do so can result in an unexplained absence mark in the register.

Attendance will be recorded on assessments and reports forwarded to 'next-stage' schools. Attendance may also be discussed with external agencies if there are unresolved concerns.

**Repeated poor attendance may result in the loss of nursery place for your child, as in the interest of fairness, we cannot hold open places not being used that other families are waiting for.**

## Punctuality

Nursery sessions run from 8.30 a.m. – 11.30 a.m. and 12.30 p.m. - 3.30 p.m.

It is crucial that children arrive at Nursery prior to commencement of the session. Children arriving late are unsettled by the experience and miss critical group sessions. Children who arrive after the start of the session will receive a late mark in the register – this will be recorded on assessments and reports and forwarded to school.

It is the responsibility of the parent / carer to ensure your child is collected on time. **Failure to do so will incur a late collection charge of £5 per 15-minutes late (or part of) to cover the cost of the nursery providing a member of staff to supervise your child.** Repeated lateness may result in the loss of your child's place, as we must adhere to strict staff-pupil ratios to meet safeguarding regulations.

## Sickness

If a child is unwell the parents must use their judgement as to whether the child is well enough to attend school. **In the event of a child vomiting (for any reason) and/or suffering with diarrhoea they must not return to Nursery School until 48 hours after the last incident.** Parents can call the school to discuss length of absence for other medical/accidents that keep children away. The staff will use their discretion when making a judgement. The Headteacher's decision in the event of admittance on the grounds of infection control will be final.

## Holidays

Parents are asked to inform the staff in writing if they intend to take their child on holiday during term time. For parents who pay for additional hours, the agreed weekly hours as per the parent contract for **paid places will still be chargeable if you choose to take your child on holiday during term time**; this is due to our need to continue to pay staff to hold your child's place.