

BAYLIS COURT NURSERY SCHOOL

Attendance Policy

Baylis Court Nursery School adopts a positive attitude towards attendance. We recognise that regular attendance has an impact on social inclusion and effective learning. We believe that this is will best be attained through an effective and meaningful partnership with parents and other professionals.

Absence Procedures

- Parents are expected to ensure that their child attends regularly at the session times stated.
- Parents will be contacted by telephone at home to explain absences of more than 2 days if parents have not informed the school.
- The attendance registers are checked regularly and if there is considerable absence or persistent lateness without satisfactory explanation the parents will be given a verbal warning followed by a written warning in the event of no improvement.
- The governing body reserve the right to withdraw the place and offer it to another child.
- Absence and late arrivals are recorded in the registers on a daily basis. Parents will be sent a copy of the attached letter when their child is late on 5 consecutive occasions.
- Parents who arrive 10 minutes after the start time are asked to complete the late record.

Holidays During Term Time

- All parents are entitled to take their children away from school for an annual family holiday of up to 2 weeks, if the school has been notified previously. Parents are requested to fill in a holiday form. These are available in the office.
- Parents with families in other countries sometimes take their children to visit relatives. These absences of up to 4 weeks (regardless of school holidays) will be respected and the place left open for the child's return. Longer absences will result in the loss of the place, which will be offered to the next child on the waiting list. Parents will be informed of these procedures when they inform the school of their intended holiday.
- A child whose place has been withdrawn will be placed on the waiting list. The admissions policy will then apply.

N.B. If a child has lived abroad in a country where there could possibly be contact with a dangerous disease, then the school requests that parents inform the head teacher on their return and then observe one week quarantine before returning the child to school.

Date: November 2017

Next Review Date: November 2019