



Birmingham Federation Maintained Nursery Schools

*Allens Croft Nursery School
Jakeman Nursery School
Shenley Fields Nursery School*

*Lillian De Lissa Nursery School
Newtown Nursery School
St Thomas Nursery School*

*Adderley Nursery School
Gracelands Nursery School
Highfield Nursery School*

Executive Head Teachers : David Aldworth, Mandy Cryan and Sharon Lewis
www.bfmns.sch.life

Attendance Policy (& procedure, see Appendix 1)

Named Persons for Attendance Monitoring at Allens Croft Nursery School are:
Laura O'Neil (Head of School/ DSL), Amanda Smith (Nursery Manager/ DSL) and Lorraine Woodley (Office Manager).

Named Persons for Attendance Monitoring at Jakeman Nursery School are:
Janine Maidment (Nursery Manager/ DSL), Vicky Brennan (Office Manager).

Named Persons for Attendance Monitoring at Shenley Fields Nursery School are:
Louise Shepherd (Head of School/ DSL), Sallyanne Bromley (Nursery Manager/ DSL), Nicola Morris (Office Manager)

Introduction

Regular and punctual school attendance is important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them. Allens Croft, Jakeman and Shenley Fields Nursery Schools fully recognise their responsibilities to ensure pupils are in school and on time, therefore having access to learning for the maximum number of days and hours.

Our policy applies to all children registered at this school and this policy is made available to all parents/carers of pupils who are registered at our school on our school website.

This policy has been written to adhere to the relevant Children Acts, Education Acts, Regulations, and Guidance from the Department for Education 'School Attendance' (Guidance for maintained schools, academies, independent schools and local authorities) **September 2018**.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/739764/Guidance_on_school_attendance_Sept_2018.pdf

Although parents/ carers have the legal responsibility for ensuring their child's good attendance, the Executive Head Teacher and Governors at our school work together with other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits. Procedures in this policy are followed to ensure this happens.

COVID 19-Action for Early Years Childcare Providers During Coronavirus (COVID 19) Outbreak (September 22nd 2020)

Children's attendance

All children who normally access childcare are strongly encouraged to attend so that they can gain the learning and wellbeing benefits of early education.

- a small number of children will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves, or because they are a close contact of someone who has coronavirus (COVID-19)
- shielding advice for all adults and children was paused on 1 August. This means that even the small number of children who remain on the shielded patient list can return to settings, as can those who have family members who were shielding. The current shielding advice is available at [guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#)
- where rates of disease rise in local areas, children (or family members) from that area, and that area only, may be advised to shield during the period where rates remain high and therefore may be temporarily unable to attend
- specialists in paediatric medicine have reviewed the latest evidence on the level of risk posed to children and young people from coronavirus (COVID-19). The latest evidence indicates that the risk of serious illness for most children and young people is low. In the future, we expect fewer children and young people will be included on the shielded patient list
- children no longer required to shield but who generally remain under the care of a specialist health professional are likely to discuss their care with their health professional at their next planned clinical appointment - more advice can be found in the Royal College of Paediatrics and Child Health's [shielding guidance for children and young people](#)

Patients can only be removed from the shielding patient list by their GP or specialist, following consultation with the child and their family, and other clinicians where appropriate. If a child is removed from the shielded patient list in due course, they will no longer be advised to shield in the future if coronavirus (COVID-19) transmission increases.

We are mindful that many parents and carers may be reluctant or concerned about sending their child back to childcare and settings should put the right support in place to address this. This may include:

- children who have themselves been shielding previously but have been advised that this is no longer necessary
- those living in households where someone is clinically vulnerable
- those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity or diabetes

If parents or carers of children with significant risk factors are concerned, we will discuss parents/carers concerns and provide reassurance of the measures we are putting in place to reduce the risk. (Schools Risk Assessment)

Clear communications with parents and carers regarding the measures being taken to ensure the safety of their children will be necessary, including the role that they play, as parents and carers, in the safe operating procedures.

Closure of School

In the case of vulnerable children, Allens Croft, Jakeman and Shenley Fields Nursery School will inform the Local Authority (and social worker, where relevant) that these vulnerable children will be found alternative provision. We will work with the families of vulnerable children and local authorities (and social workers, where relevant) to support this.

Where a setting has closed, and a vulnerable child moves to a different early years setting:

- we will provide the receiving setting with any relevant welfare and child protection information
- the receiving setting should be aware of the reason the child is vulnerable and any arrangements in place to support them. As a minimum, the receiving setting should, as appropriate, have access to a vulnerable child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal education plan, and know who the child's social worker is (and, for looked-after children, know who the responsible virtual school head is)
- the transfer of necessary information should ideally happen before a child arrives at the new setting and, where that is not possible, as soon as reasonably practicable. Any exchanges of information will ideally happen between the designated safeguarding leads (or deputies), and between special educational needs co-ordinators (SENCOs) or named individual with oversight of special educational needs provision for children with EHC plans

While providers must continue to have appropriate regard to data protection and the General Data Protection Regulation (GDPR), this does not prevent the sharing of information for the purposes of keeping children safe. For more information please

read the advice for practitioners [advice for practitioners providing safeguarding services to children, young people, parents and carers](#).

Staying in touch with parents or carers whose child is at home

Since 20 July, normal group sizes have resumed so all children should be able to attend as normal, with the exception of those children who may still have to shield.

- to continue to support the learning of children who do not attend settings including how these children can maintain contact with their key person and peers through the early years setting
- parents and carers can be supported to provide a positive learning environment at home

We will also direct parents to:

- the [Hungry Little Minds](#) campaign. It features tips and practical activities that parents can do at home with children to support their early learning. There are many simple ways to help children learn and it does not have to be formal. Having everyday conversations, make-believe play and reading together all make a big difference to children's development.
- settings can also direct parents to the BBC's [Tiny Happy People](#) and the [National Literacy Trust's Family Zone](#) for more ideas and content
- [help children aged 2 to 4 to learn at home during coronavirus \(COVID-19\)](#)

We will work with local authorities to monitor the welfare of:

- vulnerable children who are not attending provision
- other children they might wish to keep in touch with, for safeguarding purposes

Lateness

Children who are persistently late or absent soon fall behind with their learning. Children who are absent from school frequently develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations. A child whose attendance drops to 90% each year will, over their time at nursery school, have missed a great deal of learning opportunities.

Aims and Objectives

This attendance policy ensures that all staff and governors in our school are fully aware of and clear about the actions necessary to promote good attendance.

Through this Policy we aim to:

- Improve pupils' achievement by ensuring high levels of attendance and punctuality.
- Achieve a minimum of 90% attendance for all children, apart from those with chronic health issues.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Ensure that our policy applies to nursery aged children in order to promote good habits at an early age.
- Work in partnership with pupils, parents, staff and other services so that all pupils realise their potential, unhindered by unnecessary absence.
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued, and encourage in pupils a sense of their own responsibility.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise the key role of all staff, but especially class teachers, in promoting good attendance.

We maintain and promote good attendance and punctuality through:

- Raising awareness of attendance and punctuality issues among all staff, parents and pupils.
- Ensuring that parents have an understanding of the responsibility placed on them for making sure their child attends regularly and punctually.
- Equipping children with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child's age and development.
- Maintaining effective means of communication with parents, pupils, staff and governors on school attendance matters.
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness.
- Supporting pupils who have been experiencing any difficulties at home or at school which are preventing good attendance.
- Developing and implementing procedures to follow up non-attendance at school.

Definitions:

Authorised Absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents do not have this authority. Consequently not all absences supported by parents will be classified as authorised.

Unauthorised Absence

- An absence is classified as unauthorised when a child is away from school without the permission of the school.
- Therefore the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

Procedures

Our school will undertake to follow the following procedures to support good attendance:

- To maintain appropriate registration processes.
- To maintain appropriate attendance data.
- To communicate clearly the attendance procedures and expectations to all staff, governors, parents and pupils.
- To have consistent and systematic daily records which give detail of any absence and lateness.
- To follow up absences and persistent lateness if parents/carers have not communicated with the school.
- To inform parents/carers what constitutes authorised and unauthorised absence.
- To strongly discourage unnecessary absence through holidays taken during term time.
- To work with parents to improve individual pupils attendance and punctuality
- To refer to other services any child whose attendance causes concern and where parents/carers have not responded to school initiatives to improve.
- To report attendance statistics to the Governing Body.
- All staff should be aware that they must raise any attendance or punctuality concerns to the team with responsibility for monitoring attendance.

Responsibilities

All members of school staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals might have.

Class Teacher

Class teachers are responsible for:

- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers
- Informing the attendance team where there are concerns and acting upon them
- Providing background information to support referrals
- Monitoring follow-up once actions have been taken to correct attendance concerns
- Following up absences with immediate requests for explanation which should be noted inside the register
- Discussing attendance issues at consultation evenings where necessary

Executive Head Teacher/ Head of School/ Nursery Manager is responsible for:

- Overall monitoring of school attendance
- Trends in authorised and unauthorised absence
- Contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues
- Monitoring individual attendance where concerns have been raised
Providing reports and background information to inform discussion with the school's Governing Body.
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.

Administration Staff

Staff in the School Office are responsible for adhering to the attendance monitoring procedure at all times:

- Collating and recording registration and attendance information.
- Taking and recording messages from parents regarding absence
- Ensuring the Absence/Late Book is completed
- Contacting parents of absent children where no contact has been made.
- Recording details of children who arrive late or go home
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers and reporting concerns to the Executive Head Teacher/ Head of School or Senior Nursery Manager.
- Sending out standard letters regarding attendance

Parents

Parents/Carers are responsible for:

- Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment.
- Contacting the school office on the first morning of absence.

- Informing the school in advance of any medical appointments in school time. For the absence to be recorded as a medical absence we do require evidence from the doctor or dentist (appointment card/ letter).
- Making requests for authorised absence in term time, only if absolutely necessary as these are not automatically authorised.
- Talking to the school as soon as possible about any child's reluctance to come to school so that problems can be quickly identified and dealt with.

Registration

All the school doors open at 8.00am (extended day) and 9:00am for morning sessions and at 12:00pm (Allens Croft)/ 12:30pm (Jakeman & Shenley Fields) for afternoon sessions. This time is sufficient for all pupils to come into their classroom.

Each key person has the responsibility for keeping an accurate record of attendance. Any pupil who is absent must be recorded at the beginning of the morning and afternoon session. The attendance register must be completed by the key person by 9.30am and 1:00pm (**attendance code / and \\ for pupils who are present**). These registers are then returned to the school office.

All attendance records are documented using CMIS software, which is supported by the Local Authority. Attendance registers are legal documents and these must be kept secure and preserved for a period of three years after the date they were last used.

Lateness

Once the doors are closed, 15 minutes after the published arrival time, the only way to get into school is via the school office. Any pupil who comes into school this way will be marked as late in the attendance record. Records are kept of those pupils who are late, this is documented on the electronic register for each pupil (**attendance code L**).

Children who have attended a dentist or doctor's appointment and subsequently come to school later than this will have the absence recorded as a medical absence (**attendance code M**).

Children who are persistently late miss a significant amount of learning, often the most important aspect, as the beginning of the day is where the teacher explains the learning and what each child is expected to achieve.

Where there have been persistent incidents of lateness parents/carers will receive a letter advising them of the concerns and the school will provide opportunities for parents/carers to seek support and advice to address these issues. We recognise,

however, that some flexibility is required as families are often charged with dropping off several children at the same time to more than one school or setting.

Absences

Parents/ carers should contact the school on the first day of their child's absence. When parents/carers notify us of their child's absence it is important that they provide us with details of the reason for their absence.

All absences are recorded as either authorised or unauthorised absences on the computer. It is important that we receive accurate information from parents with reasons for the child's absence. This information is used to determine whether the absence is authorised or unauthorised. The Executive Head Teacher/ Head of School/ Nursery Manager has the responsibility to determine whether absences are authorised or unauthorised.

Where we have not received reasons for a child's absence then this will be recorded as an unauthorised absence (**attendance Code O**).

First Day Contact

Where a child is absent from school and we have not received any verbal or written communication from the parent, then we initiate a first day contact process. Office staff check all of the registers from 9.30am and 12:40pm (Allens Croft)/ 1:00pm (Jakeman and Shenley Fields) on a daily basis, to identify those pupils who are absent. There are occasions when we are unaware why the child is absent and we will contact the parent to check the reasons for the child's absence.

Illness

When children have an illness that means they will be away from school long term, the school will follow the absence procure and arrange a home visit during the period of absence.

If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the EEE Funding Team.

Where over the course of an academic year, a child has repeated periods of illness, the school will write to parents to ask them to provide medical evidence for each future period of illness related absence. This evidence could be a Doctor's note, appointment card or copy of a prescription. We may seek written permission from you for the school to make their own enquiries.

Parental Request for Absence from School for Holiday

With effect from September 2013, the government abolished the right of Head Teachers to authorise absence specifically for holidays of up to 10 days per year if special circumstances exist. Instead, Head Teachers will only be allowed to grant leave of absence for any reason if they are satisfied exceptional circumstances exist. Within our Nursery Schools however, it must also be recognised that children's attendance (pre 5th birthday) is not statutory and cannot be enforced in the same way as primary and secondary school providers).

Addressing Attendance Concerns

The school expects attendance of at least 90%.

It is important for children to establish good attendance habits early on in their early education. It is the responsibility of the Executive Head Teacher and the governors to support good attendance and to identify and address attendance concerns promptly. Initially concerns about attendance are raised with parents. There will be opportunities for the parent/ carer to discuss reasons for absence and support to be given by the school with the aim to improve attendance. Where a child's attendance record does not improve over a period of time then the school has a responsibility to make share this information with the EEE funding team.

Monitoring Attendance

Our office staff, have the responsibility for ensuring that all of the attendance data is accurately recorded onto CMIS attendance software and procedures are followed in a timely manner. Weekly reports are given to the Executive Head Teacher/ Head of School/ Senior Nursery Manager for action within safeguarding panels. All attendance triggers are logged onto my concern.

Appendix 1

Absence procedure

Procedure to be followed when a child is absent from school:

Day 1:

- Key workers to inform the office of absence
- School office to log absence on monitoring sheets
- School office to then check if we have had a call in from parents informing us of their child's absence
- Office will then send a text out to parents asking them to call the office
- Office staff will then contact parents by phone
- Any calls will be logged on absence monitoring sheets
- Where a child is on 'high alert' due to safeguarding concerns - DSL to inform professionals involved.

Day 2:

- Office to repeat day 1

Day 3:

- Office to repeat day 2. If no contact is made with the family then this will be logged on my concern. This will then trigger an alert to a DSL.

Day 4:

- Office to repeat day 3 if no contact is made with the family.
- Update the log on my concern. This will trigger an alert to a DSL.

Day 5:

- Office to repeat day 3
- A log on my concern clearly stating this is the 5th day of absence.

- If no contact is made with the family a home visit will be carried out
- For Children accessing 2.5 days a week a home visit will be arranged for either the Wednesday afternoon or on a Friday.
- Office/DSL to update my concern following a home visit.
- DSL safeguarding panel meeting-Discuss risk and action

Second week of absence with no contact with the family

Day 6:

- Repeat day 3
- Office/DSL to repeat a home visit if no contact is made with the family
- Office/DSL to log update on my concern
- DSL to continue to share information with other professionals involved with the child and family

Day 7:

- Repeat day 3
- Office/DSL to repeat a home visit if no contact is made with the family
- Office/DSL to log update on my concern

Day 8 and 9:

- Office to continue to contact all named people on the registration form
- Office to update my concern which will trigger alert to a DSL.

Day 10:

- **DSL to contact and report the child as 'Missing in Education'. Refer to BCC process for reporting children 0-5 years as missing in education (EEE funded children).**

Contact Edwina Langley at: Edwina.langley@birmingham.gov.uk-
[Localauthorityoficer](#)

Contact number 0121-675-4996/1943

Appendix 2

Contact details

EEE Funding (NEF) - Early Years' Service Duty Line-0121 675 4996/1943

CASS- 0121 303 1888

Date Policy Adopted:

Local Committee: 7.12.2021

Full Governing Body: 15.11.2021

Date for next renewal: Autumn Term 2022

Signed: _____

Sean Delaney

Chair of Local Committee

Signed: _____

David Aldworth

Executive Head Teacher