

## Kintore Way Nursery School and Children's Centre Attendance, Timekeeping and Transitions Policy and Procedures

At Kintore Way Nursery School we believe that good attendance and timekeeping is essential for your child's learning and development. Children that regularly attend nursery and are on time join their friends at the start of the session, settle quickly, and have access to a wide range of experiences.

Your child should be at school on time and every day that they are due to attend, unless the reasons for the absence is unavoidable or they are unwell.

### Procedures for Parents/Carers

#### **Reporting Your Child's Absence**

If your child is going to be absent, please report it by calling the office on **020 7525 1196** by 9am (morning/full time children) or 12.30pm (afternoon children). Absence can also be reported by email to [office@kintoreway.southwark.sch.uk](mailto:office@kintoreway.southwark.sch.uk). You can also report your child's absence via the ParentMail App. The App can be downloaded from the App or Play Store. Please be specific about the reason for absence e.g. if you are reporting sickness please tell us exactly what is wrong with your child.

If your child's absence isn't reported by the allocated time, we will call you and if we cannot get hold of you we will call all the phone numbers on your emergency contact list. If we are unable to make contact with you or an emergency contact, a home visit may need to be carried out. If no one is at home, we are required to report the absence to the police. Please prevent unnecessary use of staff time and resources by **always** reporting your child's absence. This protocol forms part of our safeguarding procedures. We need to ensure you and your child is safe.

#### **Late Arrivals**

Please make sure that you bring and collect your child on time. If you do arrive late after the doors have been locked (**9.20am or 12.55pm**), you are required to report your child to the office by **signing in Entry Sign**. You will need to wait in Reception for a member of staff to come and collect your child and mark them in the register. Please do not try to get through the locked doors as staff may not have seen you come in and therefore will not know your child is in school. Please remember that no child must be left unattended in Reception and it's the parent's responsibility to ensure that their child is collected by a member of staff before leaving the premises.

#### **Early Collections**

We do not allow early collection unless there are agreed special circumstances. Collecting children early is very disruptive to the classrooms and takes staff away from their role of supporting children's learning. Please note: we CANNOT allow parents/Carers to interrupt group times.

If you need to collect early you must speak to a member of the senior leadership team in advance to make appropriate arrangements.

---

## **Attendance Reports**

Attendance, including unauthorised absence and lateness is recorded and an attendance report is shared with you each term. This report is also passed to your child's primary school when they leave Kintore Way Nursery School.

## **Illness**

If your child has diarrhoea or has been vomiting then they need to be free of symptoms for 48 hours before coming back to nursery. This prevents the spread of infectious illness to other children and staff.

Your child is authorised to miss nursery for a medical or other urgent appointments. You must inform the Nursery School in advance and documentation needs to be provided if a child is attending hospital or clinic appointments.

## **Holidays**

Your child is also not authorised to miss nursery for holidays during term time. There are 13 weeks of school holidays: please do not make any bookings during term time. If you have a family emergency then you can request emergency time out of nursery.

## **Procedures for Staff**

### **Daily Monitoring Absence**

**Children's safety is paramount and our priority is to ensure we know , as soon as possible, the reasons for any absence.**

- Complete registers promptly
- Return to school office by 9.30am or 1.00pm
- Listen to absence calls, read absence emails , ParentMail
- Bring together registers, lates, absence calls - produce the list of children absent with no explanation
- Double check in the classroom before you start calling
- Start first day calling for children absent without explanation, call everyone on the contact list until you get an answer. Leave messages if there is a voicemail option. Send a text message using ParentMail- but don't leave it at that.
- You might get an overseas ring tone - is the family taking a holiday they haven't told you about?
- Call the contact list at least twice
- By this stage, if you have a good contact list (3 numbers minimum) you probably have a reply.
- If no reply at all consider whether any children have additional agency support, such as a social worker, contact them.
- Do you have any in school intelligence, does anyone know the family.
- No explanation from a supportive family is very worrying - so don't just concentrate on children who you already know to be vulnerable.
- Make a prompt home visit.
- If you cannot get an answer refer immediately to children's services / MASH / Police and request a welfare call.
- (If you can see them inside a house avoiding your knock, don't refer - unless you think the children are at risk of significant harm)

If the office is unable to get hold of anyone on the contact list then the office will alert a member of the Senior Leadership team.

---

If contact is made with the parent and the child is missing the police are contacted.

Once the registers have been entered onto the schools MIS system, daily absence reports are emailed to the Senior leadership Team each morning and afternoon once the registers have been completed. The Senior Leadership team check the absences daily to ensure unauthorised absence is followed up and to monitor illness in case of any outbreaks or Diarrhoea or vomiting etc.

### **Registration**

The law requires our school to maintain two registers - an admission register, which serves as a school role - an attendance register

#### Marking the register

Attendance registers are completed during the morning session and during the afternoon session. Staff record attendance for AM, PM and two and a half day place types.

It is prescribed that children should be marked as either,

-present

-engaged in an approval educational activity, or absent.

The register must also show if the absence was authorised by the school or unauthorised

We follow the guidance for the completion of registers and the codes as set out in the DFE document 'Guidance on School Attendance.'

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/739764/Guidance\\_on\\_school\\_attendance\\_Sept\\_2018.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/739764/Guidance_on_school_attendance_Sept_2018.pdf)

### **Persistent Poor Attendance or Timekeeping**

If a child has poor attendance or consistently poor time keeping, the Nursery School should take appropriate action to support the family and identify the issues causing poor attendance or lateness. Kintore Way Nursery School is committed to having a multi-agency approach and will actively engage with all other services involved with the family to encourage improved attendance.

Places cannot be kept for children who are frequently absent, or absent for an extended period, without an acceptable reason.

If a child's attendance falls below 85 % within each term without reasonable explanation or there is consistently poor time keeping, each Nursery School reserves the right to revoke their place. A place may be withdrawn if attendance or time-keeping continues to be at an unacceptable level.

If a child is absent for 10 consecutive days without informing the Nursery School, the Senior Leadership Team reserves the right to withdraw the child's place. A letter informing the parents of this decision will be sent out on the 10<sup>th</sup> day. The parents have 5 days to respond before the child is removed from the registers.

Once a child is taken off roll, the appropriate authorities are informed, including Southwark's Early Help Team. If the child resides in another borough their Early Help Team must be notified.

---

**Roles and Responsibilities**

Office and class based staff are responsible for being vigilant around attendance and timekeeping. Staff complete 'Attendance concern forms' which are completed and then given to appropriate member of the Senior Leadership Team to investigate.

**TRANSFER TO PRIMARY SCHOOL**

Parents apply for a primary school place between the months of September and January for a place the following September.

Information about the admissions process can be found on Southwark's website using the following link <https://www.southwark.gov.uk/schools-and-education/school-admissions>

It is every parent's legal right to accept the offer of a reception place for September but defer the uptake until January or the following year.

Staff prepare children for the transition to primary school by means of discussion, role play and the use of learning journey books. Teachers are invited to visit the children at the Nursery School.

---



## Attendance Concern Form

Full Name of Child: \_\_\_\_\_

Class: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Key Person: \_\_\_\_\_

Issue Raised by: \_\_\_\_\_ Date: \_\_\_\_\_

Type of concern (Please circle) : Attendance / Reporting Absence/ Late Arrival / Late Collection /Other

Concern:

Conversation:  Date: \_\_\_\_\_ Letter Sent:  Date: \_\_/\_\_/\_\_\_\_

SLT Informed:  Date: \_\_\_\_\_ Office Staff: \_\_\_\_\_

Actions:

Follow up:

**The Federation of Kintore Way Nursery School & Children's Centre & The Grove Nursery School**

**Policy Name**

**Kintore Way Nursery School and Children's Centre Attendance, Timekeeping and Transitions Policy and Procedures**

---

**Adopted and signed on behalf of The Federation of Kintore Way Nursery School & Children's Centre & The Grove Nursery School by the Governing Body at the meeting on**

**19<sup>th</sup> June 2019**

**Name of Governing Body Representative**

Teresa Ali

---

**Signature of Governing Body Representative**



---

**Date signed 19<sup>th</sup> June 2019**

**Date to be reviewed:**

---