



The Granary Nursery School  
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## Attendance Policy

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Suffolk County Council advises that: “The link between non-attendance at school and attainment has been established and research is clearly showing that for many children attendance at school impacts upon their attainment and levels of learning. Absence equally impacts upon the child’s learning, the development of their social skills and interaction with their peers in making friendships. It is important that parents are supported to ensure children attend the sessions they have committed to from the beginning of their children’s experiences in Early Years settings. It is to be hoped that positive patterns of attendance can be established at this stage in a child’s life which will then continue. It is also known that children’s attendance at high quality providers of Early Years and Childcare provision impacts on their attainments later in their school careers.”

Whilst the law under Section 8 of the Education Act 1996 is clear that children of non compulsory school age are not required to be in receipt of education, good practice would suggest that children and their parents need to follow the set rules and processes of a setting to establish positive attitudes to nursery or school and recognize the importance of communicating with the setting.

The Nursery encourages parents to follow good practice in the following ways:

- Punctual arrival at Nursery for registration.
- Parents to make contact on the first day of absence to explain the reason for that absence OR in advance if the absence is planned, such as for a holiday or medical appointment.
- Absences / reasons for absence are recorded on ‘Cloud Sheets’ by the child’s keyworker.
- Keyworkers or the manager/senior staff to call up families of children who are absent. The Nursery staff make it clear to parents that this information is needed to ensure that we know that the child is safe and not because attendance has to be reported to the Local Authority.
- Absences are recorded in the register (H – Holiday; S – Sick; U – Unexplained)

Where parents are having difficulty in ensuring their children attend sessions they have committed to the Nursery will discuss the reasons for this with them and explore how support may be offered. Children’s Centres (0845 60 800 33) or the Parent Partnership Service (01473 264698) may be able to offer appropriate support.

If the nursery staff have any concerns about the safety or wellbeing of children they will follow the Safeguarding procedures outlined in our Safeguarding Policy.

If a child is a Looked After Child or a Child in Need then the social worker **must** be informed of any absence. If unsure of how to contact the social worker involved Customer First (0808 800 4005) and the Children and Young People's Services Looked After Children Education Support Service (01379 66820) will be contacted.

Parents are made aware of the 15 hours universal funded provision, which is available the term after the child's third birthday as well as the additional 15 hours for which some families may be eligible to access. Families should be signposted to: [www.childcarechoices.go.uk](http://www.childcarechoices.go.uk)

Children who do not wish to take up their place in a Reception class are entitled to 15 hours per week free until Compulsory School Age, which is the term after their fifth birthday. After which full time education is compulsory.

