

BISHOP'S TACHBROOK C of E PRE SCHOOL NURSERY ATTENDANCE POLICY –UPDATED SEPT 2017

Bishop's Tachbrook C of E Pre School Nursery is committed to providing a full and efficient educational experience for all pupils. We do all that we can to ensure maximum attendance for all pupils, working closely with parents and carers.

It is the policy of our Pre School Nursery to foster a culture of regular attendance. Attendance needs to be regular to maximise learning for each child.

Our Pre School Nursery will give a high priority to conveying to parents and carers the importance of regular and punctual attendance. We recognise that parents have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance. Parents will be contacted when a child is unexpectedly absent and we have not been informed.

Attendance will be monitored and if there are problems which affect a pupil's attendance we will investigate, identify and strive in partnership with parents to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the pupil to full attendance for their regular sessions.

In some exceptional circumstances parents occasionally request authorised absence from the Pre School Nursery. Bishop's Tachbrook School Pre School Nursery would interpret "exceptional" in the context of termtime absence as being of unique and significant emotional, educational or spiritual value to the child, outweighing the loss of learning time. This interpretation will have different parameters from one case to another but **the normality will be that requests for absence will be unauthorised by the Pre School Nursery at Bishop's Tachbrook.**

Sickness: 48 hour rule

Absence due to sickness is unavoidable. Following any case of vomiting or diarrhoea, we require pupils have 48 hours off school to prevent the spread of any illness. This guidance is issued by the Government Health Protection Agency.

Good Practice

The Pre School Nursery will recognise the importance of good practice by:

- Keeping and maintaining registers accurately and consistently
- Regularly analysing attendance data
- Ensuring prompt follow-up action in cases of non- attendance
- Reporting missing children to the LA

Promoting good attendance is the responsibility of all the staff of the Pre School Nursery.

Any unauthorised absence is damaging to a child's education as well as reflecting badly on the school. It also gives children the wrong messages about the importance of education which may lead to problems later in schooling. Good attendance and punctuality are important values for later in life. Bishops Tachbrook Pre School Nursery reserve the right to charge for any unauthorised absent sessions.

Warwickshire County Council
Bishop's Tachbrook Pre School Nursery

**APPLICATION FOR LEAVE OF ABSENCE FOR A NURSERY PUPIL IN TERM TIME IN
EXCEPTIONAL CIRCUMSTANCES ONLY**

Important Information for Parents/Carers

- The Education (Pupil Registration) (England) Regulations 2006 as amended by Education (Pupil Registration) (England) Regulations 2013 no longer permit Head Teachers to authorise leave for holidays
- Head Teachers may grant leave of absence if they consider exceptional circumstances apply.
- **If** the exceptional circumstances are agreed, the Head Teacher will determine the length of the absence authorised
- Requests for Leave of Absence should be made in advance and before any arrangements confirmed or money committed
- If Leave of Absence is granted please contact school to discuss measures to minimise the impact of the absence on your child's academic progress
- This form **MUST** be completed by the resident parent(s)/carer(s) before requests will be considered
- Please complete a Leave of Absence form for each child
- Failure to make a request for a Leave of absence in advance will result in the absence being recorded as unauthorised

Please note: Parents do not have any legal entitlement to take their school age child on holiday during term time and the Bishop's Tachbrook Pre School Nursery positively seeks to maintain good attendance for every pupil (See our policy overleaf for detail).

I wish to apply for Leave of Absence from school to be granted to:

Name of Child: _____

First Date of Proposed Absence: _____ Last date of Proposed Absence: _____

Expected date of return to Pre school: _____

Reason for Proposed Absence – please provide reasons to support the application including evidence *(they can only be exceptional circumstances) (see overleaf before completing)*

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Total Days Requested On This Occasion

(For siblings) I have also applied to Bishop's Tachbrook CE School for leave of absence for _____ *(Insert child/children's name)*

Signature of resident Parent/Carer: _____

Print Name: _____ Date: _____

For Pre School use only:

NAME OF CHILD: _____

Previous leave checked: Y/N Attendance %: _____

Consistent with Preschool policy/regulations: Y/N

Reasons for decision:

- **LOA record sheet to be completed by Pre School and submitted where verbal requests made/ for other relevant information**

1st date of absence: Last date of absence:.....

Expected date of return to Preschool:

Authorised: Y/N Head of Pre School Nursery: Date:

- **Copy of this completed section must be sent back to parent with letter**

