Important: Nursery Attendance Monitoring Procedures

As you may know, pupil attendance is rigorously monitored within school and by the Local Authority's Attendance Monitoring Officer. However, as a result of our recent Ofsted Inspection, we are now monitoring pupil attendance and punctuality more stringently.

Poor attendance and punctuality have a negative impact on children's educational progress so it is important that we all work together to help raise attendance levels. Of course, we do understand that children do become poorly from time to time so if your child does become ill, please ensure they have the required time off school.

Attendance

- **If your child is absent from Nursery, you must ring Nursery on (0191) 4554266, at least 10 minutes before the start of the session.**
- If no contact has been made for more than 3 days then nursery staff will ring home to find out the reason for the absence.
- Where no reason is provided within a 2 week period after returning to school; the absence will remain unauthorised.
- Attendance will be monitored by nursery staff and any concerns will be reported to the Headteacher for possible further action.
- **If your child is absent due to a medical appointment, <u>evidence must be provided</u> otherwise the absence will remain unauthorised.**
- If you are taking a Holiday (Leave of Absence) during term time, please see the Nursery Manager for a Leave of Absence request form.

Punctuality

- **The nursery day starts at 8.30am for morning session and 12.40pm for afternoon session.**
- Pupils should arrive at nursery before the start of their session to allow for a prompt start to the day.
- Poor punctuality will be monitored by nursery staff.
- Pupils who arrive at nursery 10 minutes after the start of the session will be marked as 'late during registration'.