**Hirst Wood Nursery School**

**Attendance – on time every day**

One of the best things that you can do for your children is to make sure they attend school on time every day in order to support their learning and development.

**Why attendance is important**

Coming to School every day is important because:

* Your child will learn more and do better throughout their education
* Your child will feel happier about coming to School if they come every day
* Your child will develop good habits around attendance that will stay with them when they start statutory school

Research shows that children with poor attendance can be disadvantaged in later life. They may find it harder to make and maintain friendships and ultimately are less likely to gain qualifications. Establishing good habits from the start helps children settle more quickly into school and positive routines. Whilst we appreciate that the legal requirements for children to attend school do not apply to children under 5 years, it is professionally acknowledged view that starting with good attendance positively improves children’s confidence and self-esteem.

**Ways to encourage good attendance:**

Establish a good bedtime routine - if your child sleeps well it will hopefully make mornings less of a struggle.

Make sure your child gets up in plenty of time to get ready for School – early morning rushing around can make children anxious and less inclined to want to go to School.

If your child is reluctant to attend, calmly ask them why and listen to the explanation - if it is important enough to make them reluctant to attend then it needs to be discussed and resolved.

Talk to us, we can help and support you and your child - you are not alone, we can work together to find solutions so that little problems don’t become BIG ones.

Phone School as soon as possible to tell us why your child is absent − let us know when you expect them to return. Putting the School number in your phone can save you time.

Only grant days at home for genuine illness - if you give in to pleading now you will have bigger problems getting them to school in the future. Unless your child has sickness, diarrhoea or is ill, they can come to School.

Arrange for a friend to take your child to School if you are unable to do it yourself - it’s not fair to prevent a child from learning because a sibling or parent is ill.

Another thing to think about…. When children are absent friendship groups may change and this may result in your child becoming reluctant to attend nursery

Talk about all the lovely things they will have missed – and how the other children and their key worker will have missed them. Remember PRAISE children for good attendance.

**Ways to encourage punctuality:**

We appreciate that life is busy for parents and we understand that sometimes delays happen, but please try to get your child to school on time as there’s so much fantastic teaching and learning happening. We want every child to be able to fully participate and benefit from the wide range of fantastic opportunities that we offer.

Set an alarm clock – rushing around is unsettling, especially at 2 or 3 years old

Allow plenty of time to travel to nursery - walking into a classroom late can be very scary

**Reporting absence**

If your child is not attending for any reason, there are various methods by that you can contact us on

1. Ring us on 01274 584368 to speak with a member of staff
2. Email [office@hirstwoodnscc.co.uk](mailto:office@hirstwoodnscc.co.uk) to let us know that your child is absent & the reason
3. Send a message via the EYLog app to let us know that your child won’t be in School & the reason

Please note that it is our policy to contact parents if you have not advised us that your child will not be attending - we will do this on the first day of unexplained absence. This is not about checking up on families but we have a duty of care to ensure that children are safe. If your child is well enough to return to school, but with prescribed medication from the Doctor we will ask you to complete a Medicines Agreement on EYLog and we will record administration dosages.

If there are periods of prolonged absence with no contact from you, we will ring you daily. If we don’t receive a reply, we will ring your alternative emergency contacts. If we still have no explanation for absence, we will visit you at home - please keep in touch so that this can be avoided.

**If your child is unwell…**

Your child should come to nursery every day unless they are unwell. If your child is unwell we ask that you let us know by telephoning 01274 584368 before 9.00am ideally. We will ask the nature of your child’s illness – this is for monitoring purposes only. If your child has sickness or diarrhoea, they must stay away from school until 48 hours after the symptoms disappear – this is to minimise the risk of infection transmission.

**Holidays**

Holidays should be taken during school holidays if at all possible. If you would like to take time off during term time, we request that you complete a holiday request form which will be considered by the Headteacher. For safety reasons we will ask where you plan to take your child, the reason for the trip and details of the duration.

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**Monitoring**

We monitor children’s attendance carefully and will always get in touch with you if your child is absent without an explanation. Each child receives a half termly celebratory certificate of attendance– let’s make every day count, with 100% for everyone.



**Remember…**

Regular attendance in Nursery School is just as important as good attendance at Primary and Secondary school, and possibly even more so – the rate at which a child’s brain develops is the fastest within the first 5 years of life – let’s capitalise on that.

Thank you for your support and cooperation, the Hirst Wood Nursery School team.