



Policy for attendance and absence

The Governing Body of St. Paul's Nursery School endeavours to write and adopt policies that are fully inclusive for all children / staff / parents / carers / governors and members of the wider community.

Signature of Chair of Governors:	Siobhan McGrellis
Approved by: (FGB)	May 2021
Reviewed on:	18.08.23
Reviewed on:	17.7.25
Next review date:	1.1.26

Aims

We believe that all children should be excited about and enjoy their learning, and should be appropriately challenged in order to make good progress and do the best they can, within a caring and sharing environment

We aim to provide:

- a setting where children are seen as individuals, where their needs are identified and responded to and where they are given the best possible chance to fulfil their talents;
- a safe, happy and secure environment where children can learn to be independent and take responsibility;
- a broad, balanced and exciting curriculum, which offers a wide range of opportunities to develop children's abilities in all areas. We want children when they leave nursery, to be happy, rounded young people who are confident, will always try their best, have questioning minds and have respect for people and the environment around them;
- a positive ethos where everyone is valued and achievements, however small, are celebrated.

Staff absence

St. Paul's Nursery School follows the City of York attendance at work policy.

However, the following procedures are specific to the nursery school and should be followed by all staff;

- If staff know that they are unable to come into work the next day, they should telephone the Headteacher in the evening.
- If staff are unable to come into work on the same day they should telephone the Headteacher between 7:00 and 7:15am to ensure time for cover to be put in place.
- Please telephone the Headteacher at the nursery school before 3pm to let her know whether or not you will be returning to work on the following day.
- If you need to be absent for a longer period of time, please phone the Headteacher to let her know that you are still unwell and to give an indication of when you may be able to return. Please keep in regular contact with the Headteacher and telephone by 3:00pm on the day before you are due to return to work to let us know your intentions.
- Before resuming work, all staff need to attend a 'return to work' interview with the Headteacher. In most cases this will be an informal chat to ascertain whether or not you are fit to return to work and if anything needs to be put in place to help you to do your job satisfactorily and safely. A Local Authority self-certification form will need to be completed.
- Staff should not report absence by messaging or answer machines to ensure staff wellbeing is checked on when reporting absence.

Children's attendance and absence

On induction parents are always encouraged to ensure their child attends nursery regularly and inform us before 9:30 if they are going to be absent to ensure they are not charged for lunch.

On entry children register electronically on the Family app, this is also recorded on paper and then compared to ensure accuracy. Children learn to self register and parents are also encouraged to record sickness or holiday on the app. If we do not know why a child is absent we will call or message on Family to ascertain the reason why.

Parents / carers are required to inform the nursery school as soon as possible if their child is going to be absent and to provide the reason for their absence. If no contact is made the school will contact the parents as there is always a possibility a safeguarding incident may have happened and further reporting may be needed. We will also contact emergency contacts held on record if we cannot get a response from parents.

Staff are able to provide parents with information about the recommended time to be absent from nursery school if the child is suffering from an illness. The nursery school follows national guidance on these timescales in order to prevent the spread of disease and illness to other children / staff / volunteers etc.

Prolonged absence from nursery without contact or reason will be considered under our safeguarding policy.

The nursery school admin assistant collects the registers every Friday and enters the information onto the Local Authority Integris system. This enables attendance data to be collated and analysed termly.

It should be noted that nursery school attendance is non-compulsory.

Please also refer to our 'Collection of Children' policy for further procedural information.