# KNOCKBREDA NURSERY SCHOOL
*Nurturing learning for life*

## Managing Pupil Attendance Policy

By attending Nursery school regularly, children are gaining the best start in life. On acceptance of a full-time place at Knockbreda Nursery School, it is expected that all children will:

- commence school on the allocated start date and session time
- attend school punctually
- attend school regularly
- be absent from school for sickness reasons only
- attend school dressed in the correct uniform
- be collected on time, at the close of the Nursery session

Knockbreda Nursery School monitors attendance across the school and has a duty to address any attendance issues. Knockbreda Nursery School is committed to working in partnership with parents/carers to achieve the very best outcomes for all children and collaboration and engagement between home and school will be sought.

**Procedure in relation to planned absence from school-**

If you know that your child will not be able to attend Nursery on a particular day, or will arrive late (perhaps as a result of a medical or other such appointment), please inform school in advance.

Where possible, the 'absence from school' form available on the school's website, should be completed and returned to the school, prior to the absence. Otherwise, this form should be completed as soon as possible after the absence (paper copies of this form are also available from the School Office).

**Procedure in relation to an unplanned absence from school-**

1. Knockbreda Nursery School expects parents/carers to communicate any unplanned, unexpected absences by contacting the school directly on the first day of the absence (via phone or email).
2. Parents/carers should regularly update Nursery about any extended absence and provide details of the reason for it. An extended absence is one that lasts, or is expected to last, for more than two days.
3. Upon return to school, parents/carers should complete and return the 'absence from school' form, available on the school's website 'Parents' tab (paper copies of this form are also available from the School Office).
4. In the event that there is no contact from the parents/carers regarding an unplanned, unexpected absence, Nursery will seek to make contact on the

second day of the absence, where that absence continues into a second day without explanation.  Initial contact will be via phone.  Where the absence continues and contact has not been successful, further contact will be attempted on a daily basis.

5.  If after one week of unplanned, unexplained absence, there has been no attempt by the parents/carers to contact Nursery and school has been unsuccessful in its efforts to contact the parents/carers, school will send a letter to the parents/carers.  At that point, if the child is known to Social Services, then Social Services will be informed of the absence.  The school will then also seek external support and guidance from the Education Authority's Educational Welfare Service (EWS).

6.  If after one month, there has been no contact made with school and the absence remains unplanned and unexplained, Nursery will remove the child's name from the school register and offer the place to the next child on the school's waiting list (reference the school's Waiting List policy for further details on place allocations).

Should the school have a concern about a pupil's level or pattern of attendance, the Principal will seek to meet with parents/carers to discuss the issue and to explore any difficulties which may be preventing the child from attending school or materially interrupting that attendance.  At this meeting, the school may be able to offer strategies and support to help parents/carers ensure that the child's attendance will improve.  However, following this meeting and completion of any actions agreed at this meeting, should the child's pattern of attendance fail to improve, the school will seek external support from the Education Authority's Educational Welfare Service (EWS).

**Monitoring and evaluation**
This policy will be reviewed and monitored in line with the school's policy review schedule.