



Britannia Bridge Primary School



Attendance and Punctuality Policy Early Years

Early Years Attendance and Punctuality Policy

'Even when you're very small good attendance makes a BIG difference'

Aim - To promote good attendance and punctuality, in partnership with parents and carers in Early Years, ensuring that good habits are formed early so that children are school ready.

Rationale

Regular attendance in Early Years is important for all children as it is only through regular, consistent routines that children build up the secure attachments they need for healthy development.

Regular attendance has a positive impact on all aspects of a young child's learning and development. A regular routine supports the young child to feel settled and secure. Unsettled children have higher stress levels which, in turn, prevent them from being able to benefit fully from the learning opportunities available.

Research shows that regular part-time attendance from the age of 2 in a good quality Early Years setting has a lasting impact on children's social development and intellectual attainment throughout school.

Early Years Foundation Stage Profile results show a clear correlation between children's attendance and their attainment of the 'good level of development' national standard.

Although education is not compulsory until the age of five, figures on attendance in Reception classes are now published by the Department for Education. Ofsted take Reception year attendance into account when a school is inspected.

Once children are five, their attendance in school is statutory and Britannia Bridge Primary School has an attendance target of at least 97%. Establishing good habits of attendance in the early years, within Nursery and Reception, will help to ensure that all children have at least 97% attendance by the time they enter Reception class.

Procedures

At Britannia Bridge we promote good attendance and punctuality by:

- Ensuring children attend for the expected hours.
- Requiring parents to call school if they are going to be late or absent.
- Requiring parents to report sickness.
- Communicating with parents and following up on non-notification of absences as part of promoting good attendance and punctuality.
- Encouraging parents of nursery-age children to consider taking their children on holiday outside of term time, so that they are 'school ready' and get into good habits.
- Monitoring children's attendance.
- Consistently following up poor attendance and punctuality.
- Reward great attendance.

Rewarding Great Attendance

We teach children the benefits of great attendance and the difference it will make to them both socially and academically. During every Monday morning whole school assembly we celebrate which class has the best attendance for the previous week. The class with the best attendance for each month is rewarded for their team work with a non-school-uniform day. At the end of the term we recognise and reward

great attendance with individual certificates for 'outstanding' attendance (98% or above). For those children that have 100% attendance for the term, in addition to a certificate, they are entered into a price draw for the chance to win one of four substantial prizes!

Supporting Families

We recognise that sometimes families may need extra support with attendance and punctuality, therefore good communication is essential between you and your child's key person. The Early Years setting will work with you to support your child's good attendance and punctuality. Where children's attendance is poor and not improving, the setting will talk to you about the available support from your local Children's Centre, for example, implementing bedtime routines, parenting classes etc.

Safeguarding

We all have a duty to keep children safe and protect them from harm and very poor attendance can be an indication of neglect and be seen as a safeguarding issue. Children with below 90% attendance are regarded in school as persistent absentees and those with attendance of less than 50% are now classed as severe persistent absentees.

Withdrawing a place

We will make every effort to support good attendance and punctuality, as suggested above. However, if there are no other indicators of concern or vulnerability and your child has failed to attend for 2-4 consecutive weeks or more, without a justifiable reason, we may withdraw your child's place. We will only do this once all other routes have been exhausted.

The process for formally withdrawing a child's place is as follows:

- We will attempt to contact the family twice weekly to meet with them to seek a justifiable explanation (by telephone or face to face meeting and followed up by email), including, of course, first day calling.
- We will send a letter during the third week to invite parents to a meeting to discuss the situation and warning them of the action that will be taken.
- We will continue to attempt contact through phone and email.
- We will then send a letter explaining that the place will be withdrawn on a specific date.

Transition

If you decide to move your child to another setting then please inform us so that we can take them off of our register and send on records to the next setting to ensure smooth transition.

At Britannia Bridge Primary School we believe that

- **Regular attendance and good punctuality are important for maximising achievement and obtaining the greatest benefit from education.**
- **Good relationships with children and their families are vital in encouraging regular attendance and punctuality.**
- **Children settle well and want to attend school when they feel valued and have a sense of belonging.**
- **Good habits of attendance and punctuality are key skills for adult life.**

C. Pidgeon - Duncalf

Carol Pidgeon-Duncalf
Headteacher
21/11/22

D. Harrison

Dorothy Harrison
Chair of Governors
21/11/22

Happiness

Encouragement

Aspirations

Respect

Team-work



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