

Kings Lynn Nursery School

Attendance Policy April 2024

Regular attendance is key to your child's effective Early Education and learning. Missing sessions can make it harder to develop relationships with adults and other children. It is in your child's best interest to attend regularly.

At Kings Lynn Nursery School we encourage families to -

- attend all nursery sessions that parents have accepted unless they are too ill to attend.
- attend nursery punctually.

Children can come to school with coughs and mild colds. More serious illness requires time off. Please call the Nursery to let us know if your child is ill. We will ensure first day calling procedures are adhered to if a child is absent from nursery without contact from parents.

We expect all parents and carers to

- encourage regular nursery attendance
- ensure that their child arrives punctually
- ensure nursery is contacted when the child is not attending
- contact the nursery regarding any issue that may keep their child off school

We encourage regular attendance in the following ways-

- by providing a caring and welcoming learning environment
- by responding promptly to a child's or parent's concern about the school or other children
- by monitoring all attendances, informing and arranging meetings with the family, and when appropriate, liaising with other agencies – e.g. the Health Visitor.

Low Attendance

- Two, three and four year old funding is provided through the local authority. This is public money and we feel that we have a duty to ensure it is used appropriately. If a place has been reserved but is being used for less than 75% of booked session, we reserve the right to offer that place to any child who may be on our waiting list, for example, a child who has been allocated two year old funding, but cannot take up a place because sessions are full. This way we can be sure to use the funding to its best effect.
- If we are concerned about low attendance we will speak to you in person to see what we can do to support increased attendance. If we are unable to speak to you in person we will e-mail you.
- We would discuss reasons for absence with parents before retracting the funding offer, and make every effort to work with them to encourage them to increase attendance. Funding would only be withdrawn as a last resort, and at the end of a school term.

Changing Providers

It is important that if a family decide to move or change Nursery provision that Kings Lynn Nursery school office is informed of the following details-

- The date the child will be leaving and starting the new school.
- The address of the new school.

- The new home address, if known.

Signed ...David Marien Chair of Governors

Dated25 April 2024

D Marien