

ASHTON WEST END PRIMARY ACADEMY AND NURSERY SCHOOL

NURSERY SCHOOL ATTENDANCE POLICY

Introduction

This policy will be applicable from September 2015.

At Ashton West End Academy we are proud of our “Good” OFSTED grading and the high standards we maintain in all aspects of school life. Regular and punctual attendance is important to a child’s education – every day that a child is absent from school they lose part of their education.

Absences during term time are only authorised for genuine illness, or under exceptional circumstances, for which evidence will be requested.

If your child is absent due to illness you must telephone the school (0161 330 4234) before the nursery session starts. If you do not let us know why your child is not in school the absence will be recorded as unauthorised. When your child returns to school after their illness you should send in a written note confirming that they have been too ill to attend school.

Unauthorised absences – definition: The following reasons for taking a child out of school during term time are not acceptable:

- Family holidays or trips to visit relatives abroad
- Absences due to the illness or death of a relative abroad
- Obtaining a visa or other official documentation
- Absences without an acceptable explanation e.g. going shopping, going to the airport, visiting relatives, going to a family wedding.

Monitoring absences: If a nursery child’s attendance drops below 94% without good reason we will inform you in writing and seek ways in which we can help you to improve the attendance rate. If no improvement is forthcoming within the following six weeks you will be asked to come to a meeting with the Assistant Head Teacher to discuss the matter and complete an Attendance Improvement Plan. If, after a period of a further six weeks, attendance levels are still causing concern we will ask you to come in for another meeting with the Assistant Head Teacher. If it is decided at this meeting that the issue cannot be resolved then your child will be taken off roll.

Unauthorised absences: A total of 20 days unauthorised absences during the school year (September to July) will lead to your child being automatically taken off roll on the day that the 20th absence takes place.

If a child is taken on holiday or a trip abroad during term time, and that absence extends to a period of ten days or more, they will automatically be taken off roll. This includes absences which start before a school holiday and continue after the school holiday (for example, if a child takes four days off immediately before a school holiday commences and then fails to return for a further six days after the school holiday ends, this will be counted as a ten day absence).

Appeals: If you do not agree with a decision which is taken by the school with regard to non-attendance by your child you should, in the first instance, write to the Head Teacher. State clearly your objections to the decision and attach any substantiating evidence.

If you are still not satisfied with the response from the Head Teacher you should write to the Head of the Governing Body, care of the school. The Governing Body will consider your case and let you know their decision within two weeks. The operation of the Nursery School at Ashton West End is controlled by the Governing Body of the Academy and their decision is final and cannot be appealed.

The Attendance Policy for children of compulsory school age at Ashton West End Academy differs from the policy for nursery children and can be accessed on our website or you can ask for a copy from school.