



# **Lincoln Bishop King CE Primary School**

**Dream big. Love God. Live well.**

*I can do all things through Him who strengthens me.*

*Philippians 4:13*

**Nursery Attendance**

**March 2024**

The following information applies to parents and carers of Nursery children at Bishop King CE Primary School. We have a very successful whole school strategy of improving attendance through working in partnership with parents, carers and children.

Nursery aged children are not of statutory school age, i.e: 5 years old. Their parents/carers cannot be fined for any unauthorised absence during term time such as being served with Fixed Penalty Notice (FPN).

However, Nursery aged children can be at risk of losing their place at Nursery if their attendance is very low or they have a prolonged period of absence.

This would also cover unexpected absences without explanation, or an extended time absent, that exceeds 10 school days.

It is vital that you communicate with staff for any time your child is likely to have a planned absence. It is not sufficient to just mention this to the Nursery staff, this must be put in writing and given to the office staff.

Attendance at Bishop King CE Primary School should be consistently above 96% and your child's attendance is important too.

Our Attendance Officer is supported by the office team who are the first point of contact in the school for parents reporting absences.

As well as the staff in our Nursery, our Deputy Headteacher is also the phase leader for Early Years. You can contact all members of staff via the school office and they will be happy to arrange a meeting to speak with you

We expect all children to attend school every day unless they are very ill. We are aware that there will be occasional exceptional circumstances that will require individual support or alternative arrangements. We encourage parents to discuss any difficulties they may be experiencing with the staff team so that we can prevent your child being absent from Nursery.

We will communicate with you if we are concerned about your child's attendance. Please note: if your child is frequently absent without a justifiable reason and his/her attendance drops below 90%, your child may lose his / her place. Good attendance and punctuality ensure that children develop good social skills, have full access to education and achieve their full potential.

Please note also that parents are not entitled to take their child out of school for holidays. Bishop King CE Primary School regularly carries out Nursery attendance audits and any child who has had over 10 days out of school, in one block, may have their Nursery place withdrawn. Schools are only funded for children who actually attend the Nursery, so places will not be left open for children who are away for any extensive period of time.

## **Frequently Asked Questions**

### ***Q1. When does my child need to arrive at Nursery?***

If your child has a morning nursery place, they need to arrive promptly at 8.40 am. If your child has an afternoon nursery place, they need to arrive promptly at 12.20 pm. All children must be accompanied to nursery by an adult. You may be given a different time by staff when your child starts attending or is having any difficulties settling. You must still be on time for these.

Please show your child that punctuality is important by making sure your child arrives on time each day. It can be very distressing for your child to come into a session when everyone else has started, so please make every effort to be on time.

**Q2. Does the nursery need letters to explain my child's absence or is a phone call enough?**

We would expect a parent to telephone the school on 01522 880094 on the first day of absence and to update us each day if the absence continues. Please also bring the doctor's appointment card if you need to take your child to the doctors or any medical appointment, we can authorise their absence then.

Staff in the front office, will take your message and can give advice in some cases as to when your child should return.

**Q3. Can my child attend nursery when he/she is on medication?**

Yes, your child can come back to nursery as soon as he/she is feeling better. You will need to bring the medication to the school office and complete a form allowing a member of staff to administer the medication. Please note that if your child has been vomiting or had diarrhoea then they have to stay at home for a period of 24 hours after it has stopped. Children with chicken pox should be absent until all the spots have dried up and are no longer blisters.

We can only give medication that is prescribed by a UK doctor (your child's name and the dose to be administered must be visible) and any medicines that you have purchased for example at a pharmacy, such as Calpol must be purchased in the UK. We cannot give medicine to children that is not British or is written in another language.

**Q4. What reasons does the school accept for absence?**

- Genuine illness,
- Unavoidable urgent medical/dental appointments
- Day of religious observance. One day only on the actual day of the observance in line with LA guidance and direction of the religious leader.
- Parents marrying.
- Participation in approved public performance
- In cases of urgent medical/dental appointments we ask parents to bring the appointment card to the school office.

We now have a waiting list for the Nursery. Therefore, please note that if your child is away for a period of 1 week (5 school days) and they are not ill, we must have a return date when we can expect to see them again in Nursery. If they do not return to Nursery by that date and there is not an adequate explanation, you will be contacted to let you know that they may be at risk of losing their place at nursery.

If your child does not come to Nursery and we have tried to contact you and not been successful after the 20<sup>th</sup> day, they will be taken off the register and no longer have their place.

**Q5. What is an unacceptable reason for absence?**

The school will not authorise absences for:

- A child being tired.
- Day trips
- Holidays
- Birthdays
- Visiting relatives
- Collecting relatives from an airport
- Shopping
- Parent has to look after siblings who are ill. We ask that you make alternative arrangements for someone to look after the sibling whilst you bring your child to school.
- Parent illness. We ask that if you are ill and unable to bring your child to school you make arrangements for a friend or relative to bring your child to school.
- Parent unable to bring their child to school as they are away, and their child is staying with a friend or relative who is unable to bring your child to school. We ask that you ensure that your friend or relative can bring your child to school prior to making arrangements to go away.
- Attending the birth of a new sibling.
- Parent unable to collect their child on time. We ask that you make alternative arrangements that day.
- Non urgent medical or dental appointments.
- **Please note that this list is not exhaustive.**

***Q6. Can we take family holidays during term time?***

Family holidays must be taken during school holidays and **NOT** during term time. You need to request permission for your child to accompany you on any family trip, not just holidays but travelling to see a sick relative, to have medical treatment abroad, etc that cannot be avoided, **PRIOR** to booking any tickets. You will need to provide evidence to show why the trip cannot take place during a school holiday period. The leave of absence letter will need to be submitted at least 2 weeks in advance of your trip.

In circumstances such as the funeral of a close relative, consideration is given for the child to attend the funeral as an authorised absence and if abroad, allow a day for the funeral a day to travel there and a day to travel back. Any other days absent, will be unauthorised.

The school has the right to refuse your request for leave of absence having considered:

- The reason for the request
- The overall attendance pattern of your child's attendance.

Please note that taking your child out of Nursery has a detrimental impact on them as they may have to go through the settling-in process again. Please note that if permission is not granted, any unauthorised absence could result in your child losing their place in Nursery, you will be advised at the time of your request, and we hope that we can work with you to ensure maximum attendance for your child.

We ask that you come and speak with staff to discuss any plans for your child to be away, so that we know where they are and who will be looking after them. We will have to contact you and make every effort to find out what is happening if your child is absent without any notice or our calls to you are not answered. This is purely to ensure the welfare of your child.

Should you want to discuss any of the points in this document, please contact our attendance officer.

- Please note, children who attend 100% of their allocated time, receive a reward and certificate at the end of the school year.

We greatly appreciate your co-operation in working with us to ensure your child has the best start in their education journey.