



## ADDERLEY CHILDREN'S CENTRE

# ATTENDANCE POLICY AND ABSENCE PROCEDURE

Our aim at Adderley Children's Centre is to offer and provide the greatest opportunity for children's learning, enabling each child to achieve their full potential. We, as a Nursery Staff team, will work in partnership with parents to achieve this, and to ensure the child's right to a full education.

Regular attendance at Nursery, and at all subsequent stages of a child's school life, is vital if education is to be of value to children, and if they are to obtain maximum benefit from it.

Parents and Carers can support Nursery staff and ensure that their children obtain maximum benefit from Nursery by:

- Bringing children to Nursery on time every day and collecting punctually.

|    | Family Nursery (Mon-Fri) | Nursery (Mon-Fri) |
|----|--------------------------|-------------------|
| Am | 8:30 - 11:30             | 8:30 - 11:30      |
| Pm | 12:30 - 3:30             | 12:30 - 3:30      |

- Ensuring that children attend Nursery unless prevented from doing so by illness.

### **Absence due to illness**

Parents **must** ring the centre on the first day of absence to notify us of the likely period that their child will be off from nursery; and **again** to inform us of their return. This will be recorded on our attendance register and a copy is given to the group teacher/teaching assistant.

Please ring us **again** if the illness persists longer than a week to update us on your child's condition.

### **Absence due to taking holidays**

We request that the parents complete a holiday form if they wish to take holiday during term time.

If a child is absent for over two weeks without the Nursery being notified, a letter will be sent asking if the Nursery place is still required. If no reply is received, the place may be offered to another child.

# Attendance Figures

## CHILDREN WITH HIGH ATTENDANCE HAVE EXCELLENT OUTCOMES

| Attendance | Approximate days missed in a year |
|------------|-----------------------------------|
| 100%       | 0                                 |
| 95%        | 10 (2 weeks)                      |
| 90%        | 20 (4 weeks)                      |
| 85%        | 30 (6 weeks) – nearly half a term |
| 80%        | 40 (8 weeks) – over half a term   |



### 95-100%

#### Well done! This is EXCELLENT!

In a whole school year this would equate to less than two weeks' absence up to full attendance.



### 85-95%

#### Improvement needed!

In a whole school year this would equate to two or more weeks, or the equivalent of one half day every week, of learning missed.



### Less than 85% Lots of Absence!

In a whole school year this would be more than 5 weeks of learning missed.

#### Lateness- Lost Learning over a Year

5 minutes late each day = 3 days lost

10 minutes late each day = 6.5 days lost

15 minutes late each day = 10 days lost

20 minutes late each day = 13 days lost

30 minutes late each day = 19 days lost

Research suggests that attendance below 91% often leads to a fall in achievement of one or more GCSE grades when a child takes their exams.

## **The Procedure for Unexplained Absence**

We are committed to ensuring the health, safety and wellbeing of all our children. On induction you will be asked for 3 emergency contact numbers. It is important to keep us updated with changes to these numbers throughout the year.

Where a parent has not informed us of their child's absence the staff will follow the procedure outlined below.

### **Absence Procedure**

- **Day 1.** If your child is absent and you have not contacted the centre you will be contacted by telephone by a member of our Admin Team.
- **Day 2.** We will try to make contact with you again on your number that you have provided including the other 2 emergency contacts.
- **Day 3.** We will try to make contact with you again on all 3 numbers you have provided on your child's registration form. (emergency contacts)
- Following 3 unsuccessful attempts to contact you by telephone your child's Key Worker will complete a visit to your home.
- **If we are concerned about your child's safety we may need to contact your child's Health Visitor or seek advice from Children's Advice and Support Services (CASS)**
- **In extreme circumstances it may be necessary to contact the police.**

**Please see Appendix 1**

## **Repeated Absence / Non- Attendance in Relation to Early Education Entitlement Funding (EEE)**

- If your child is **EEE funded** and has been not been using their place for a period of two weeks and we have not been notified and have been unable to make contact with you we will follow:

### **Birmingham City Council procedures:**

#### **Procedure for reporting absent and missing children 0-5**

If the child/children are absent for two consecutive days with an unauthorised absence.

The Adderley Children's Centre 'Child Missing In Education' procedure will be followed.

In the event of repeated and unexplained absence and the above intervention we will give the place to the next child on our waiting list.

If a child does not attend regularly, the place may be reviewed to assess any differing needs for the family. In the event of the child not attending the place may be offered to another child.

Should problems arise over attendance or punctuality (or any other matter), please tell a member of the Nursery staff who may be able to help or advise.

#### **.Also refer to:**

Early Education Entitlement (EEE) Provision for 2, 3 and 4 year olds in Birmingham

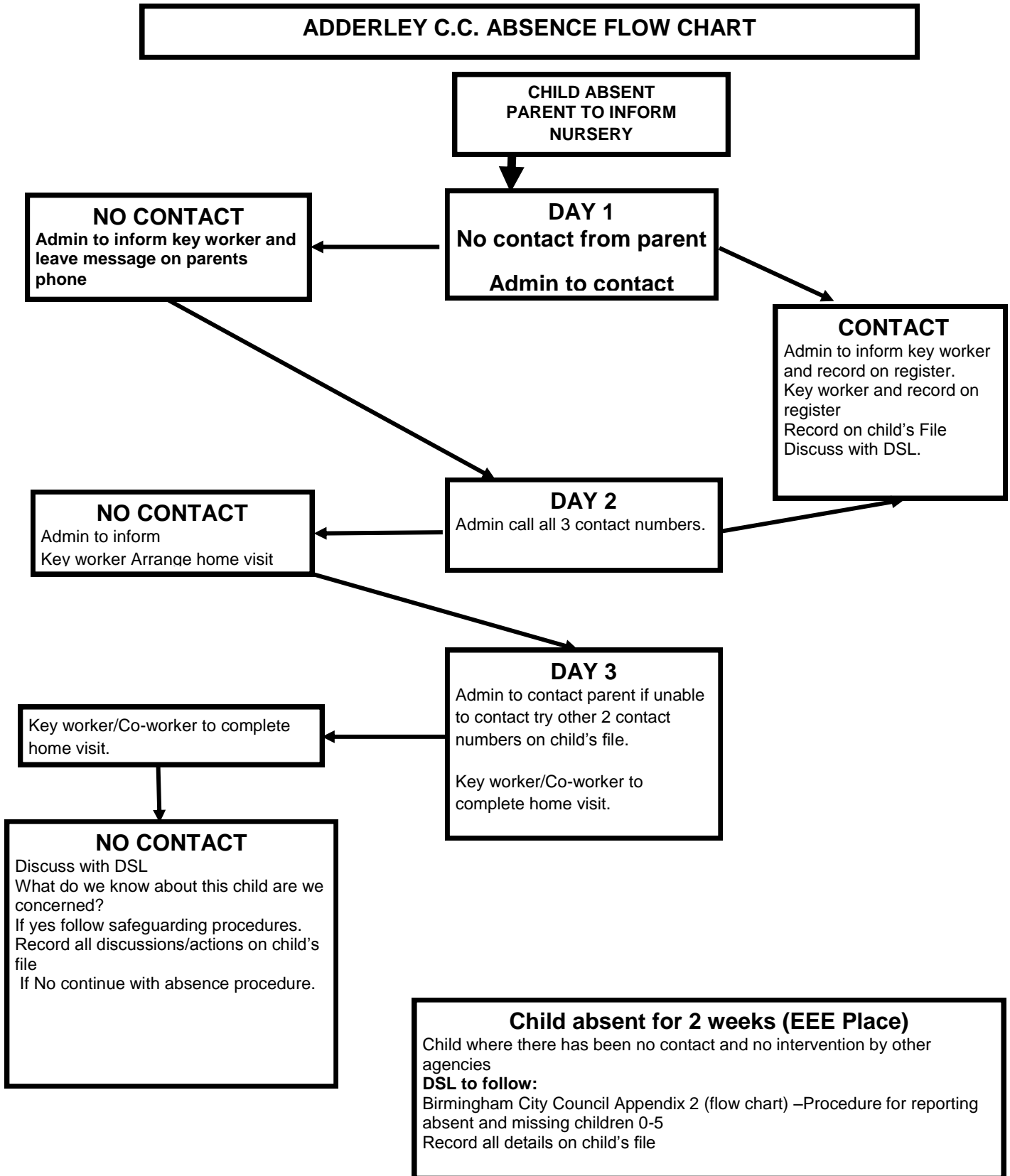
1st September 2017 – 31st August 2018

Provider Agreement

Terms and Conditions for Providers Delivering Early Education Entitlement Funded places

- **APPENDIX 2 – PRECEDURE FOR REPORTING ABSENCE AND CHILD MISSING 0-5**

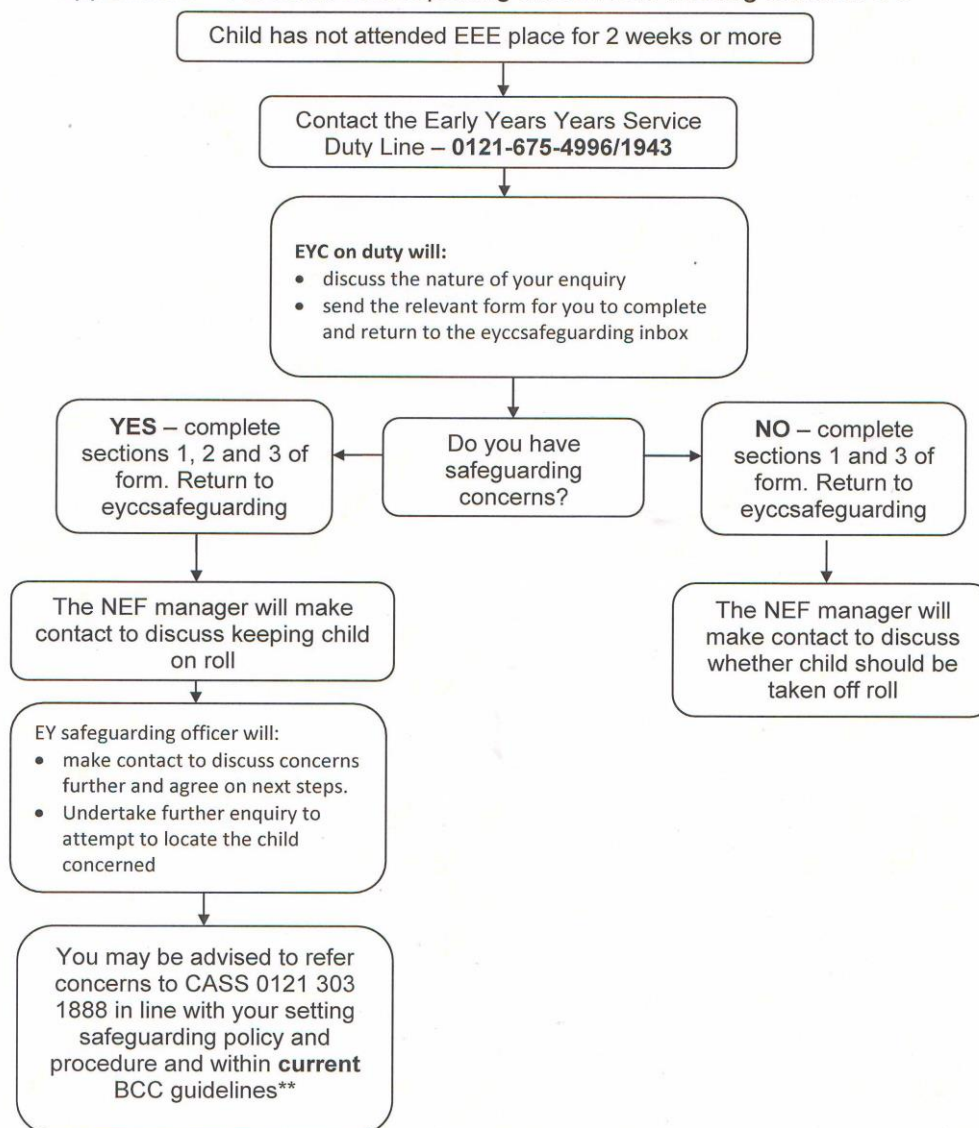
APPENDIX 1



## APPENDIX 2 – PRECEDURE FOR REPORTING ABSENCE AND CHILD MISSING 0-5



### Appendix 2 – Procedure for reporting absent and missing children 0-5



\*\*Please refer to the Birmingham Safeguarding Children's Board (BSCB) website:  
<http://www.lscbbirmingham.org.uk/index.php>

**Reviewed September 2017**

**Review next: September 18**

Governing Body at Adderley Children's Centre

Date: 30.10.17

Policy reviewed October 2017

Next review date September 2018