



Sir James Knott Nursery School Attendance Agreement

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

Ethos

At Sir James Knott Nursery School and Nest, we believe in supporting good attendance. Children who attend the Nursery or Nest regularly, arrive and are collected on time are more secure and better able to make the most of the learning and development opportunities that we provide. Research shows that regular take up of early education in a high-quality setting has a long lasting impact on children's social development and intellectual attainment throughout school and later life. (Research Brief The Effective Provision of Pre-school Education Project EPPE 2003). We therefore view good attendance and punctuality as vitally important for the learning and well-being of all our children. Positive relationships with children and their families are key to achieving this.

Aims

- To work in strong partnership with parents and carers to ensure that every child attends Nursery/ Nest regularly and are punctual.
- To provide a safe and comforting routine when children arrive, throughout the session/s and again when children are collected.
- To support all children and their families to establish good routines which will continue throughout their child's education.
- Ensure that staff and parents are clear about the expectations of the child's attendance.
- Improve the child's achievements by ensuring high levels of attendance and punctuality.

Government funded early years education places (15 hours entitlement for eligible 2 year olds, the universal and extended 15 hours entitlement for 3 and 4 year olds) are not subject to compulsory education laws which take effect from the start of statutory schooling at age of 5. However, at Sir James Knott Nursery School and Nest we strongly promote maintaining high levels of attendance in order that your child can achieve the maximum benefit from their funded hours (and any additional hours which families may choose to take).

We keep a register and record attendance and the reasons given for absence each day. We ask families to let us know by 9:30am each day if their child will not be attending. Families must make contact with the school office or leave a message on the student absence mailbox (option 1). We will make contact via telephone if families have not been in contact. If they do not, then we make contact with contact numbers and make a home visit if we have not made contact.

The leadership and staff team will monitor this information and any unexpected absences as part of our duty to ensure the welfare and safeguarding of all children.

(EYFS Statutory Framework 2025)

We recognise that sometimes families may need extra support to maintain high levels of attendance and punctuality therefore good communication is essential between you and your child's key person.

As part of this attendance policy, we ask families to;

- Provide up-to-date contact numbers and notify us of any changes of address or contact details.
- Ensure that your child attends the sessions arranged.
- Notify the Nursery by phone if your child is going to be late that day.
- Notify the Nursery by phone that their child is not able to attend on the first day of absence and the reason for their absence before 9:30am.
- Contact the Nursery if this absence is continuing.
- In the case of lengthy absence keep the Nursery well informed.

Staff will;

- Follow up any non-notification in the event that a child is absent from Nursery or Nest on the first day of absence by telephoning the parent(s).
- The Behaviour, Guidance and Support Lead will produce regular reports to monitor attendance.
- Where a child's attendance is less than 90% the Behaviour, Guidance and Support Lead will informally contact the family by telephone to ascertain the issues affecting the child's attendance and discuss ways attendance could be improved.
- Support strategies that will enable good attendance and punctuality to be maintained.
- In the case of a concern about the welfare and safety of child whilst not in attendance at the setting the child protection policy will be followed. This will be actioned for any child who is a Looked After Child (LAC) and for any children/families who are part of an Early Help Assessment and Team Around the Family process (TAF). *Concerns about patterns of attendance in these cases will also be shared with linked North Tyneside health and social care professionals.*
- Where a child continues to be below 90%, after the informal conversation a letter will be sent to the family and request a formal meeting where attendance will be discussed.
- To encourage good attendance, attendance statistics will be sent out at the end of each half term.
- In the case of persistent patterns of poor attendance contact the Local Authority in terms of the possible withdrawal of the early education funding.

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| Agreement of parent/ carer | |
| Signature: | |
| Print name: | |
| Name of child: | |
| Name of key person: | |
| Date: | |