ATTENDANCE POLICY

At Bacup Nursery School, all children are expected to attend for five mornings or five afternoons per week or flexibly within the fifteen hours, as arranged with the headteacher. Children who are eligible for 30 hours through the Extended Entitlement are expected to attend for the 30 hours. Where children attend sessions flexibly, parents must note that their child will miss special events planned on days when their child does not attend. The nursery school is under no obligation to re-allocate nor exchange these additional times for children to attend.

The hours are set out in the school prospectus and parents accept the place based on the nursery school’s offer and in line with the school policies and procedures. As a school, attendance is closely monitored by the headteacher. Class teachers will address any poor attendance by speaking with the parent. Where there is little or no improvement, the headteacher will request a meeting with parents. Where attendance is unsatisfactory, places may be withdrawn. The headteacher monitors children’s attendance and attendance information is shared with parents and on the child’s Annual Report, sent onto Primary School.

When a child is absent, parents are expected to telephone the nursery to let us know that the child will be absent and the reason for their absence. The phone call is recorded in the Absence Book in the school office. If a child has to be absent for a short period of time i.e. a holiday, parents or guardians must notify the nursery school in writing using the Lancashire County Council Holiday/Extended Leave form. Payments for extended services must still be made, if a child is absent from nursery school.

Children must attend nursery school regularly. If a child remains absent for a period of two weeks with no reason given, the place may be withdrawn at the discretion of the headteacher. Withdrawal of a place will be put in writing and sent to the home address. Places cannot be held and will be re-allocated following the nursery school’s Admission Policy.

Arrival
Parents are expected to bring their child to nursery on time i.e. within the first fifteen minutes of the session to ensure the safety of all the children and avoid
disruption to teaching and learning. Expectations are set at the beginning of the 
session and therefore it is essential that children arrive on time. Children who 
arrive late will need to be signed into the Late Register and where children are 
persistently late, the headteacher will follow this up with a meeting with the 
parents or guardians to ascertain if there are any issues that need to be 
addressed and to highlight the impact on the child's education.

**Collection**
Parents are expected to collect their child on time. Doors are opened for the last 
ten minutes of the session. Persistent late collection will result in a charge. 
When children are to be collected earlier, nursery school must be informed prior 
to the collection.
30 hours children will be collected at 2.30pm each day. 
After 2.30pm, parents will have to wait until 3.05pm when the door will open for 
the children who finish at 3.15pm. This is to ensure the safety of all the children 
in the nursery with doors opening on the main corridor and to minimise the 
disruption to the teaching and learning of children in nursery.

**Safeguarding**
If a child fails to attend nursery school for two days and nursery school has not 
been informed, the child’s class teacher or key-worker will inform the school 
bursar who will try to make contact with parents to ascertain the reason why. The 
school bursar will continue to try to make contact and inform the headteacher if 
contact cannot be made. In circumstances where other agencies are involved 
with the child, the headteacher (Designated Senior Person) will try to make 
contact with other agencies to ensure the safety of the child. 
Where contact cannot be made by phone, a letter will be sent to the home 
address and a copy retained in nursery school.