

BOLDON NURSERY SCHOOL- OUTDOOR NURSERY

Admissions & Attendance Registers

Date	Review Date	Review Date	Review Date	Review Date
✓ July 2016	✓ July 2017 AC	July 2019 AC	July 2021	July 2023

Boldon Nursery School believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school.

We believe we conform with current legal regulations that govern the admissions and attendances registers that we must keep. We fully understand that an admission register must be kept by law and includes the 'personal details of every child in the school, the date of admission or re-admission, information regarding parents/carers and details of the school attended'; and that child attendance must be recorded.

Boldon Nursery School aims to maximise attendance rates and secure high levels of punctuality in order to ensure that all children are able to take the fullest advantage of the learning experiences available to them to fulfil their potential and in readiness for school. If allowed to remain unchecked persistent absence and lateness can significantly impact on a child's progress and achievement. Our partnerships with parents play a vital role in ensuring that this is achieved.

We expect all children on roll to attend nursery school for all there allocated sessions, as long as they are fit and healthy enough to do so. We will endeavour to encourage the children to attend, and to put in place appropriate procedures.

We believe that the most important factor in promoting good attendance is development of positive attitudes towards nursery school. To this end, we strive to create a happy and rewarding environment for all children where the children want to come. We will make the best provision we can for those children who, for whatever reason, are prevented from coming to nursery school.

We recognise that children alone cannot ensure their regular and punctual attendance at nursery school. At all times, parents are encouraged to take an active role in the school life and to share and support their children's learning. During induction, parents are encouraged ensure their child's regular and punctual attendance.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To comply with current regulations that govern the admissions and attendances registers that we must keep.
- To maintain and improve the overall attendance of children at the nursery school.
- To improve children's attainment through good attendance.
- To encourage parents to ensure that children arrive at nursery school on time.
- To make attendance a priority for all those associated with the nursery school including parents, pupils, teachers and governors.

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Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed a School Clerk who will be responsible for the day to day management of the attendance system;
- delegated powers and responsibilities to the Headteacher to:
 - promote good attendance, reduce absence and persistent absence
 - monitor patterns of absence and to respond accordingly to rectify any problems
 - enter children on the admission register and attendance register from the beginning of the first day on which they start school
 - inform the local authority of any child who is going to be deleted from the admission register
- The Governing Body will
 - visit the school regularly;
 - work closely with the Headteacher and School Clerk;

Role of the School Clerk

The School Clerk will:

- lead the development of this policy throughout the school;
- ensure that all admissions are recorded and that the attendance system is kept up to date;
- follow up all absences to:
 - ascertain the reason;
 - ensure the child is safe;
 - identify if authorised or not;
 - ascertain the correct code to use
- provide guidance and support to all staff;

Admission Register

- The admission register must:
 - contain an alphabetical index of all the children in the school;
 - register a child on the first day that we expect them to attend;
 - make all entries in ink;
 - record the following information for each child:
 - Child's full name
 - Sex
 - Parent's name and address
 - The name of the person who has custody of the child
 - Emergency contact numbers of the parent/carer
 - Admission date
 - Name and address of the last school attended (if applicable)

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Attendance Registers

- We have in place a manual/computerized attendance register system that:
 - records child attendance at the start of the morning session and the start of the afternoon session
 - records all authorised or unauthorised absences
- Attendance will not be taken when the school has had to close due to:
 - in-service training
 - severe weather conditions
 - structural damage
 - fire

Inspection of Admission and Attendance Registers

- The admission register and all attendance registers are available at all times for inspection by:
 - HM Inspectors
 - Ofsted
 - Education Welfare Officers

Publication of Admission and Attendance Information

- Every year we publish in the school prospectus and the Annual Report to Parents the following information about attendance:
 - the total number of children on the roll for at least one session
 - the percentage of sessions missed through authorised absence
 - the percentage of sessions missed through unauthorised absence

Preservation of Registers

- It has been decided that the admission register will be retained indefinitely.
- All attendance registers will be retained for a minimum of three years.

Role of School Staff

School Staff will:

- comply with all aspects of this policy;
- ensure that the attendance register will be taken at the beginning of the morning and afternoon sessions;
- bring to the attention of the School Clerk any irregularities in child attendance;

Role of Parents

Parents will:

- be made aware of this policy;
- ensure regular and punctual attendance;
- notify school on the first day of child absence;
- have holidays in term time and authorised by school;

Headteacher:	S Stokoe	Date:	Sept 17
Chair of Governing Body:	B Chapman	Date:	Sept 17

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