

Attendance Policy

Principles

Headington Quarry Foundation Stage School staff and governors recognise that nursery education is non-statutory and that attendance is not obligatory. However, nursery places are a valuable resource and it is expected that parents/carers will view their children's attendance as a serious commitment to ensure continuity for each child and to avoid wasting places which could be used by others.

Absence through illness/family reasons

Nursery children are very likely to have some absences due to their own illness or illness of other members of their families. On occasions when absence due to illness lasts more than two days we ask parents/carers to contact the school so that staff are kept informed.

Long-term unexplained absence

In the event of regular or long term absence due to circumstances other than illness the following procedure will be followed:

1. The key person discusses concerns with the Head teacher. The key person has informal discussion with the parents/carer and reports back to the Head.
2. If a child is still regularly absent or has not returned to school: Headteacher writes to the parent/carer enclosing a copy of the policy and inviting them to come to school to discuss the matter
3. If the situation remains unresolved and the child is still frequently absent or has not returned then the Head will consult with the Chair of Governors and write to the parents/carer withdrawing the place. A copy of the letter is filed in the school office.

Date of policy:

Chair of Governors:

Date of next review: Autumn 2013