Woodburn Nursery Class



 Attendance Policy

Aims

* To ensure pupils are safely accounted for and absences are recorded appropriately.

**Objectives**

* A class register is kept at the door at all times.
* The register is taken at the beginning of every session and a headcount given to the senior staff.
* Names of pupils who are absent without prior notice are given to the school office by telephone immediately.
* School office staff makes contact with parents/carers of absent children on day one of absence and inform nursery staff of outcome.
* Staff use the absence/appointment code inside the register to record categories of absence.
* Key workers keep a record of any attendance concerns in the child’s pastoral notes and follow through with management.
* Children who do not attend nursery every day are highlighted on the register.
* The school office notifies nursery staff of changes to attendance made by parents/carers.
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* Refer to ‘Woodburn Nursery Handbook’.