



WILLIAM BOOTH PRIMARY SCHOOL

NURSERY STAGE

ATTENDANCE POLICY

PARENTS/CARERS SUMMARY

N.B. The information below applies specifically to children who are not yet of compulsory school age (those under 5 years old) - some details differ for older pupils.

At William Booth we strongly believe in the benefits of children attending school regularly from the day that they start with us. We have an oversubscribed nursery which has a limited number of places so we expect all of our pupils' attendance to be as high as possible.

"Good attendance, including punctuality, is essential to raising the educational attainment of all pupils and affording them the best possible life chances following statutory education. In order to achieve this, children and young people need to attend school regularly and be equipped to learn."

PUNCTUALITY

The class doors open at 8.40am in the morning and 11.55am in the afternoon. Pupils are expected to be within the school gates before their day begins, in order to be ready to start their session on time with their teachers and the rest of their friends, (this is **8.45am in the morning** and **12.00pm in the afternoon**). Any pupils arriving after the gates close will be recorded as late.

ATTENDANCE

At William Booth School we use a range of incentives and rewards to encourage and support the drive to achieve good attendance and punctuality. This includes: weekly attendance and punctuality leagues with an award for the winning class; special prizes for families achieving 100% attendance over a certain period such as tickets to local events and gift hampers; stickers, certificates and the chance to look after our very popular attendance teddy bears!

IF YOUR CHILD IS GOING TO BE ABSENT

Obviously we want all of our pupils to be at school every day. However, **if your child has to have a day off for any reason then you must inform the school on the first day of their absence, before they are expected in (either by phone or in person at the school office).** Failure to do this will be recorded and may result in a home visit from our Attendance Officer.

If your child has a lot of time off and their attendance falls below 90% then they will be discussed at the next whole-school Attendance Review Meeting. We are proud of our strong relationships with our families and we always aim to support parents/carers to address any attendance concerns. However, if despite our efforts your child's attendance remains unsatisfactory then **their place at William Booth may be at risk.**

HOLIDAYS IN TERM TIME

Due to changes announced by The Department for Education **school can no longer authorise holidays during term time.** If, despite this, you still intend to take your child on holiday during term time, it is your responsibility to inform the school of this at least 6 weeks beforehand.

RELIGIOUS OBSERVANCE

The Local Authority has agreed with Religious Leaders and SACRE that one day for each religious festival (no more than three days in any one academic year), should be counted as authorised absence. We ask you to inform the school beforehand of any intended days of absence.

SCHOOL POLICY

If you would like to read the Attendance Policy in full then please visit the school office or the school website.