**Attendance Policy**

**Omagh North Nursery School**



Reviewed and Ratified by Board of Governors 15th June 2021

Signed: M Beattie Date: 15th June 2021

Chairperson Board of Governors

By attending Nursery school regularly, children are gaining the best start in life. On acceptance of a place at Omagh North Nursery School, it is expected that all children will:

* commence school on the allocated start date and session time
* attend school punctually
* attend school regularly
* be absent from school for sickness reasons only and forward an email explaining their absence
* attend school dressed in the correct uniform
* be collected on time, at the close of the Nursery session

Omagh North Nursery School monitors attendance across the school and has a duty to address any attendance issues. Omagh North Nursery School is committed to working in partnership with parents/carers to achieve the very best outcomes for all children and collaboration and engagement between home and school will be sought.

 **Procedure in relation to planned absence from school-**

If you know that your child will not be able to attend Nursery on a particular day or will arrive late (perhaps as a result of a medical or other such appointment), please inform school in advance, either by speaking to a member of staff at the door or by telephone.

If you omit to advise school in advance of a planned absence, please telephone school on the morning of the planned absence and leave a message with Mrs McFarland, School Secretary.

 **Procedure in relation to an unplanned absence from school-**

1. Omagh North Nursery School expects parents/carers to communicate any unplanned, unexpected absences by contacting the school directly on the first day of the absence (via phone or email).
2. Parents/carers should regularly update Nursery about any extended absence and provide details of the reason for it. An extended absence is one that lasts, or is expected to last, for more than two days.
3. Upon return to school, parents/carers should send a letter explaining the unplanned absence.
4. In the event that there is no contact from the parents/carers regarding an unplanned, unexpected absence, Nursery will seek to make contact on the second day of the absence, where that absence continues into a second day without explanation. Initial contact will be via phone. Where the absence continues, and contact has not been successful, further contact will be attempted on a daily basis.
5. If after one week of unplanned, unexplained absence, there has been no attempt by the parents/carers to contact Nursery and school has been unsuccessful in its efforts to contact the parents/carers, school will send a letter by recorded delivery to the parents/carers. At that point, if the child is known to Social Services, then Social Services will be informed of the absence. For all unexplained absences of more than one week, the school will then also seek external support and guidance from the Education Authority’s Child Protection Support Services (CPSS).
6. If after one month, there has been no contact made with school and the absence remains unplanned and unexplained, Nursery will remove the child’s name from the school register and notify EA and any other organisations involved such as Social Services.

Should the school have a concern about a pupil’s level or pattern of attendance, the Principal will seek to meet with parents/carers (adhering at all time to current PHA & DE guidance) to discuss the issue and to explore any difficulties which may be preventing the child from attending school or materially interrupting that attendance.

At this meeting, the school may be able to offer strategies and support to help parents/carers ensure that the child’s attendance will improve. However, following this meeting and completion of any actions agreed at this meeting, should the child’s pattern of attendance fail to improve, the school will seek external support from the Education Authority’s Child Protection Support Services (CPSS) and/or Gateway.

***Adjustments to policy to reflect implications of self-isolating due to covid.***

*Self-Isolation – If a child has been instructed to self-isolate due to covid they will be recorded as ‘C’ and remain at home for 10 days or longer in line with current PHA & DE guidance. Periods of absence due to self-isolation will not impact their final attendance percentage.*

*Prior to returning to school, parents will complete a covid return to school form, to advise of any potential contact with covid positive or symptomatic individuals in their household, in order to prevent further risks at Omagh North Nursery School.*

*Parents Required to Shield – If a parent chooses to keep their child at home due to a household member shielding, the parents will have to provide the GP/PHA letter stating that a household member must shield. Staff will liaise with the parent to determine whether they wish their child to be supported using the Class Dojo app.*

*School / Bubble Closure Due To Covid Case – where a case has been confirmed within the school community, the Principal and Senior Teacher will liaise with the PHA and EA and follow the guidelines. If bubbles have to close due to a confirmed a case, children will be supported via remote learning. (See remote learning policy)*

**Monitoring and evaluation** This policy will be reviewed and monitored in line with the school’s policy review schedule.