



Brearley Nursery School

Mission Statement

“A safe place to hope, learn, play, enjoy and grow”

At Brearley Nursery School and Children's Centre we value all of our children and families. As a setting we follow Birmingham City Council's safeguarding procedure and we uphold British values whilst celebrating the diversity in our communities. We also promote mutual respect and we are an inclusive setting.

Our ethos and curriculum enable children to be independent learners who make choices and building strong relationships, particularly with their peers. This promotes an exciting learning journey that engages learners

We are a Rights Respecting School where we help our children to grow into confident, caring and responsible young citizens both in school and within the wider community. By learning about their rights our children also learn about the importance of respecting the rights of others.

All of these principles create the firm foundations needed to encourage democracy, the rule of law, individual liberty, mutual respect and tolerance of those of different faith and beliefs. Staff members are also trained on the 'Prevent Strategy', this is utilised in the delivery of the curriculum and within our professional practice.

Brearley Nursery School Attendance Policy and Children Missing in Education

At Brearley, we encourage children to attend nursery, although it is not mandatory for Early Years. However, good attendance develops effective communication between parents and school. We are able to support families identify early concerns and ensure children not attending school are identified and supported.

Good nursery attendance helps your child have more time to settle into class make friends and have a sense of belonging.



Impact of Children arriving late or being absent

Your child arriving late or being absent prevents them does not encourage them to make friends, they struggle to concentrate and acts as a barrier to their learning.

School Hours

We expect your child to arrive at school on time; times for the end of the day vary depending on whether your child has a full or part-time place are 3- 4- and 2-3-year-olds – 8.45am- 2.45pm / Wednesday – (8.30am-11.30am) or Wednesday – (12.15pm- 3.15pm)

There is a link between attendance, punctuality and children's progress. Arriving late makes it difficult for your child to settle and make friends. Your child also misses valuable learning time.

First Day Absences

A day's absence is classed as either AUTHORISED or UNAUTHORISED.

Information about the cause of each absence is always required by the school.

We use the health Protection Agency guidelines to authorise absences due to illness or other unavoidable cause. Please let us know if your child is ill or likely to be absent as soon as possible on 0121 6752309, in person or by sending a text message. If we have not received a phone call to explain your child's absence, we would follow up by ringing your emergency If we still cannot reach you or get any information as to your child's absence from nursery, we would carry out an unannounced welfare home visit.

Unauthorised Absences

If your child is absent for more than two weeks without a reason, we will try to contact you asking if the school place is still required. If no reply is received the place may be offered to another child on our waiting list.

Authorised Absences

Please do not send your child to school if she/he is unwell. If your child has sickness/ diarrhoea please Keep them at home for at least 48 hours after the last attack.

Parents are asked to keep any child who has been prescribed antibiotics at home for the first two days of the course of medication.

A child would be given one day of absence for religious celebrations e.g

Diwali etc

Attendance Certificates

We encourage good attendance by giving children an attendance certificate half termly.

Supporting Attendance

If you are struggling to get your child to attend nursery, we have a programme called 'Cool Kittens' to support parents overcome barriers to poor attendance and promote punctuality.

Holiday absences

If you are planning to take your child on holiday, please complete a holiday form to keep your child's nursery place open.

Attendance Procedures

Reasons for absence are recorded in the official registers and first day phone calls are made to parents if they have not let us know the reason for absence and this will be recorded on. If there is no reply, a voice mail message is left.

The DSL is notified on the second day of absence and a decision is made about the response required. Initially, a safeguarding call and text message is sent to families, requesting immediate communication with nursery school.

A safe and well check will follow if there is no response and appropriate action is taken.

Attendance is monitored weekly by the DSL and any required support is offered to families to improve school attendance.

We put great importance on good school attendance to ensure children and families access their full early years entitlement and are ready for the next step in education

Leaving the Nursery

If your child is transitioning to another early year's provider or school, please provide us with the details of the new setting so that we can transfer

essential information, such as their unique pupil number or funding eligibility code.

Attendance concerns The DfE Working together to improve school attendance guidance (2024) states that a 'support first' approach will be used to support children and families to tackle barriers to attendance. Parents are expected to contact school at an early stage and to work with us in resolving any attendance problems together.

Our Designated Safeguarding Lead will:

Make contact to discuss concerns about their child's attendance

Organise a home visit/ invitation into school to discuss concerns

Instigate an Early Help Assessment (EHA) process and/or referral to other agencies and services for further support

Draw up a parental agreement discussed to identify barriers to regular attendance and support/targets implemented for improvements

However, if concerns persist, school will use the above procedures and interventions, as required, to support parents in improving their child's attendance and/or punctuality: At any stage, we may seek advice from our School Attendance Consultant. Children with medical needs who have difficulty attending school Government guidance on supporting children at school with medical conditions emphasises the role of governing bodies in ensuring that children with medical conditions are able to fully access education in the same way as other children. A key element of this responsibility is reducing the amount of time missed by these children, whether their condition is short or long term. School will work with parents and other relevant professionals to minimise absence for reasons of ill health. This may be in the form of specific support or resources used within school or by sourcing appropriate provision at another establishment.

Roles and Responsibilities

Parents:

- Ensure children attend regularly and punctually
- Contact school on 1st day of absence

- Ensure that school is informed of the reasons for any absence
- Avoid holidays in term time wherever possible but ensure that school is informed if this cannot be avoided

Headteacher /Nursery Manager (School Administrator/Office staff):

Take the lead in ensuring attendance has a high profile within the school

Inform nursery staff about children's absences – record details on daily register

Contact parents on first day of absence if a reason for absence has not been provided

Monitor attendance regularly

Make further contact with parents as necessary via phone call, letter or arrange meeting or home visit

Keyworkers:

Complete daily registers

Discuss individual attendance with parents and where appropriate with Headteacher and Office staff

All School Staff:

To see children's' attendance as the responsibility of everyone

Ensure that they are aware of the school's policy and to deal consistently with absence and punctuality

Governors:

Adopt the whole-school policy and review regularly

Monitor the consistent implementation of the attendance policy

Set aspirational targets for improving the school's attendance figures

Review and Monitoring

This policy will be reviewed annually by the Governing Board. Attendance data will be monitored half-termly and used to inform planning and

intervention