**WEOLEY CASTLE NURSERY SCHOOL**

Attendance Policy

Here at Weoley Castle we provide a warm welcome each day for children and

their families. Coming to school every day and arriving on time is an important part of children’s learning and development. When they arrive and join their

key group they receive a mark in the attendance register to show they are here. Greeting time is important as children learn how to register independently with their own name card. They participate in making a mark, counting those here and those away. We understand that sometimes every family has a problem with illness and arriving at school and we ask that you let us know as soon as possible if you are unable to attend or if you may be late.

Because safeguarding children is our top priority this is what happens when we haven’t seen you at the start of the day and you haven’t contacted us to explain that your child is ill and unable to attend.

1. On the first day your child’s key worker will advise the office staff that he/she is not here. If you have rung and explained about illness your key worker will be informed and absence will be monitored day by day.

2. If you haven’t contacted us and your child’s whereabouts are unknown

then we will carry out reasonable enquiries to make sure you and your child are safe.

3. We will ring you and if we cannot get an answer then we will contact the other emergency numbers you provided at your home visit.

4. If we cannot find out that you and your child are safe and well and you or your child are working with other services who help and support you we will contact them to see if they have heard from you or if they can give

us any information with regards to where you and your child might be and if you are safe. We may contact the Early Help panel if you are receiving support from them.

5. We will contact other schools who have contact with you and your family

if you have other children who attend there to reassure ourselves that they have seen you and your child and you are safe

6. We will also try to contact any known relatives or people close to you.

7. We will come to your home and visit you to make sure you are safe.

8. If we do not see you we will contact the local police and ask them to undertake a safe and well check.

9. We will make contact with all agencies such as Health Visitor, GP, Housing, Home Office, UK Border Agency to find out that you and your child are safe and well.

10. We will use referral systems and contact CASS if we feel this is

necessary.

The safety and well being of you and your child are very important to us. So please ring in and tell us if your child is poorly and unable to attend school. This will really help!