



The Milford Academy NURSERY ATTENDANCE POLICY

Ratified by Governors on 16th May 2024

M - Motivated

I - Independent

L - Learning

F - Forward Thinking

O - Outstanding

R - Respect

D - Determined

Nursery Attendance Policy

General principles and Equal Opportunities

At The Milford Academy we aim to provide every child with full access to the Early Years Curriculum, regardless of their learning ability, ethnic and religious background or gender. Good attendance helps all our pupils to make good, consistent progress in all areas of learning. Therefore, we are committed to raising attendance and will set targets each year to do so.

The Milford Academy expects good attendance from its pupils, in order for them to make the most of the opportunities that the Nursery has to offer. We also expect our pupils to arrive on time. We rely on our partnership with parents to ensure that this is achieved.

Although Nursery children are not at compulsory school age, it is important that they attend regularly and on time. The Milford Academy's attendance target is 97% which all children and parents aim for, including our youngest children in the Nursery. Regular attendance and punctuality helps your child in the following areas:

- To develop relationships with peers and staff
- To increase independence and self confidence
- To maintain higher levels of well-being and involvement
- To be happier and content at Nursery, understanding the rules, routines and expectations of the setting
- To learn basic skills in maths, reading and writing
- To develop physical skills
- To be confident learners and have a positive attitude to learning

Authorised and unauthorised absence

We understand that on occasions children may be too ill to attend Nursery. On these occasions it is the parent's responsibility, to contact The Milford Academy Nursery by telephone or via class Dojo, before the session begins, so the absence can be registered as authorised. You can contact us on the following number 0115 9152951.

Authorised absence can be;

- Illness
- Medical or dental appointments which cannot be arranged outside school hours
- Days of religious observance
- Leave of absence in exceptional circumstances
- Requested leave of absence due to family holiday

Unauthorised absence can be:

- Truancy
- Staying at home to look after younger children or sick relatives
- Going shopping or having a hair cut
- Any absence which school has not been informed about, either by letter or telephone
- Unrequested leave of absence due to family holiday

In the case of a holiday, parents must complete a leave of absence form to inform us of the dates your child will be absent, and return it to Nursery Staff. As children are not legal school age this will be an authorised absence. Without notification of the holiday, the absence will be recorded as unauthorised.

In the event that a child has been off for 2 days and we have received no notification, a member of the Nursery team will contact you via class Dojo. If we do not receive a response, we will telephone you.

Please note, The Nursery Attendance Policy is different to the Whole School Attendance Policies

If a child's attendance is below 90% in any term, parents will be contacted and if no reasonable explanation is given, The Milford Academy reserve the right to withdraw the space. When accepting a 30-hour place at Nursery, parents sign an agreement stating that attendance will be above 90%. Attendance that falls below this may result in the removal of the full-time place due to Local Authority funding, as per the agreement.

Punctuality

It is very important that children arrive on time to Nursery so that the session can start promptly. The door will close at 9.00am morning session and 12.45pm afternoon session.

We begin our day with a welcoming carpet session where we deliver phonics and maths activities to the children. Lateness interferes with this and it may mean that your child misses out on vital learning opportunities. It can also be very disruptive to the staff and other children. Children who arrive late need to be dropped off at the school office.

If for any reason you are running late to collect your child, please phone the school office to inform us. Parents who are more than 10 minutes late collecting their child will need to collect their child from the school office where you will be asked to sign your child out due to lateness.