

Policies and Procedures

Attendance/Absence Management Policy July 2020



Crombie School

Early Learning and Childcare



Attendance/Absence Management Policy



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POLICY AIM

The Attendance/Absence management Policy has been developed in line with The United Nations Convention of the Child (UNRC) (1989): **Article 28:** *(Right to education) I have the right to an education*

We aim to ensure that the attendance and absence procedures are fair, equitable and responsive to each individual case, meeting the following Health and Social Care Standards:

4.23 *I use a service and organisation that are well led and managed*

3.23 *If I go missing, people take urgent action, including looking for me and liaising with the police, other agencies and people who are important to me.*

The Attendance/Absence Management Policy is underpinned by the following national and local authority policy and guidance:

- Care Inspectorate, 2012, "Records that all registered care services (except childminding) must keep and guidance on notification reporting" (amended 2015)
- United Nations Convention on the Rights of the Child, 1989
- Scottish Government, 2017, Health and Social Care Standards My support, my life
- The Scottish Government, 2014, "National Guidance for Child Protection in Scotland"
- The Scottish Government, 2018, "Achieving Excellence and Equity" National Improvement Framework and Improvement Plan
- The Scottish Government, 2012, "Getting it right for children and families: A guide to Getting it right for every child"
- Aberdeenshire Council, 2015, "Guidelines on Managing and Promoting Pupil Attendance in Nursery, Primary and Special Schools"
- Education and Children's Services, Aberdeenshire Council, 2015, "Policy on Promoting and Managing Pupil Attendance"
- Aberdeenshire Council, 2015, "GIRFEC"

Who is responsible?

Head Teacher, Early Years Senior Practitioner, Early Years Lead Practitioner, Nursery Staff, Parents/carers

This policy will be reviewed regularly and in response to accident, incident or change in national or local policy or guidance



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PROCEDURE

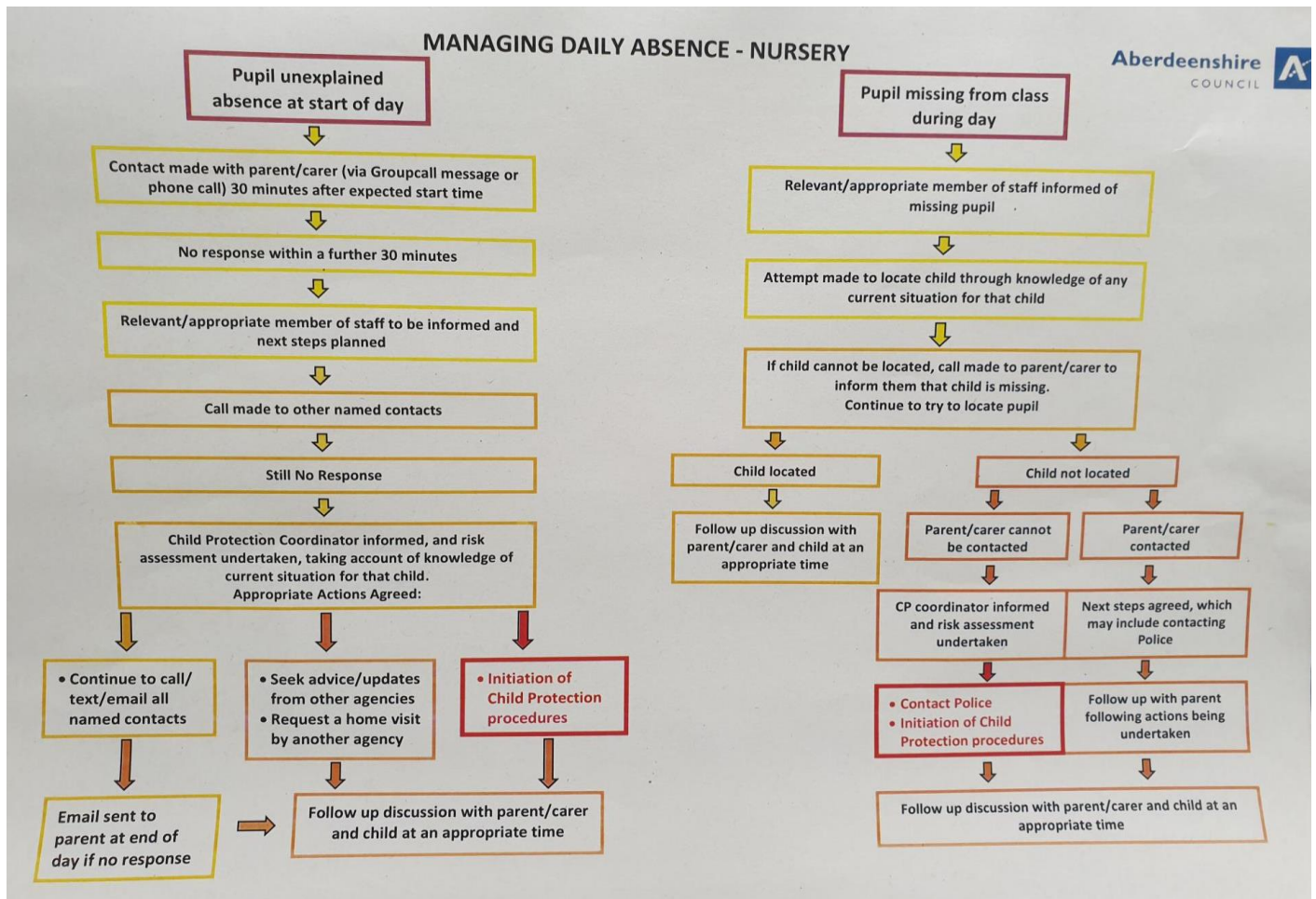
There is no legal requirement for children to attend nursery school, however all pupils enrolled in Aberdeenshire Council's nursery provision will be subject to the same attendance monitoring routines as those attending Primary School. Maintaining a record of children's attendance allows staff to see how many children are in the setting at any one time and helps to highlight any outbreaks of infectious illnesses, or any pattern of absence.

- At Crombie Nursery we have 3 ways in which we keep a daily register.
 - 1 - A sign-in sheet for staff to write in who is collecting a child after asking parent/carer at drop off. (This must be someone over the age of sixteen years old).
 - 2 - A paper copy of the register where each child is ticked on attendance and marked ABS if not in nursery.
 - 3 - An online register is also updated, SEEMIS, where it records data relating to pupil attendance. Staff members mark down daily if children are absent and put a reason for the absence, holiday, sick, appointment etc.
- It is expected that the nursery or school office will receive a phone call or email from the parent/carer if a child is going to absent from nursery and the reason given.
- Staff will follow the managing Daily Absence flowchart for nursery. (see below)
- If a parent knows beforehand that their child will not be attending nursery for any reason, a member of the nursery team can be verbally told this at drop off/pick up time. Staff will then mark absence accordingly.
- If a child is absent from the setting with no reason given, a staff member will call the family just to check that everything is okay. If contact cannot be made, this will be noted.
- If absences were regular and were developing a pattern, staff would note the pattern and monitor the situation. A meeting may need to be called with parent/carer to discuss the absences and find out if there is any way the nursery can help the family. (This would be noted in child's Chronology)
- If a child suddenly stopped attending nursery on a regular basis without explanation or prior notification, staff would investigate the reason for the child's non-attendance. This will be done through contact with parents/carer and/or relevant agencies such as educational psychology service, health visitor service, social worker, or community child health team as appropriate. (This would be noted in child's chronology in Pastoral Notes) - in line with GIRFEC and data protection guidelines.
- If the child has a confirmed split placement with another setting, it may be appropriate to contact them.
- **IF A CONCERN WAS TO ARISE AT ANY POINT FOR THE SAFETY OR WELFARE OF ANY CHILD, CHILD PROTECTION PROCEDURE WOULD BE INITIATED. (SEE CHILD PROTECTION POLICY)**



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References

Appendix 1

Aberdeenshire Council, 2015, "Guidelines on Managing and Promoting Pupil Attendance in Nursery, Primary and Special Schools"

<https://www.aberdeenshire.gov.uk/media/20039/attendance-policy-guidance-primary-schools-november-2015.pdf> (Draft)

The Scottish Government, 2012, "Getting it right for children and families: A guide to Getting it right for every child"

www.scotland.gov.uk/gettingitright

Care Inspectorate, 2012, "Records that all registered care services (except childminding) must keep and guidance on notification reporting" (amended 2015)

Section: Staffing levels and deployment

<http://hub.careinspectorate.com/media/481042/records-that-all-registered-care-services-must-keep-and-guidance-on-notification-reporting.pdf>



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Care Inspectorate, 2016, "My World Outdoors"

www.hub.careinspectorate.com

The Scottish Government, 2014, "National Guidance for Child Protection in Scotland"

<http://www.gov.scot/Resource/0045/00450733.pdf>

United Nations Convention on the Rights of the Child, 1989

<https://www.unicef.org.uk/what-we-do/un-convention-child-rights/>

Scottish Government 2017, Health & Social Care Standards, My support, my life.

<https://www.gov.scot/publications/health-social-care-standards-support-life>

Date of original policy **JULY 2020**

Revision Number	Details of Change	Date	Date of next review
1	Full review of procedures	July 2020	August 2021
2	Policy Update	February 2021	August 2021 ✓
4			August 2022 ✓
5			
6			
7			

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