

## **Nursery School Day Times and Details Commencing 20/9/21**

Dear Parents/Carers,

Please find below the details of the start and finish times for the Nursery Sessions.

### ***Nursery morning session***

- 8:30 am start of session
- 11:30 am end of session

### ***Nursery afternoon session***

- 12:00 midday start of session
- 3:00 pm end of session

### ***All day session***

- 8:30 am start of session
- 3:00 pm end of session

### ***Nursery attendance***

We want all our children to enjoy a happy and successful time at the academy and we work in partnership with parents and carers to achieve this. We know through statistics and the research that is produced, there is a very strong and positive connection between high attainment and excellent attendance. It is for this reason that the academy and the Department for Education have set an absolute minimum attendance level of 95% as being acceptable for our pupils.

We have an educational welfare officer who visits the academy on a regular basis and we inform them about any child whose attendance is a regular or a cause for concern. Therefore, you may be asked to attend a meeting in order to discuss our concerns if your child's attendance drops below 95%.

### ***Illness***

Children must attend the academy unless they are ill and you may be asked to provide medical certificates or proof of visits to the doctor.

If your child does not attend nursery for any reason, please contact the main office on the first date of absence to let us know the reason for their absence. The telephone number is **0208 344 9890**.

If you do not let the academy know your child is absent, our attendance officer will contact you by text message or telephone

### ***Punctuality***

Punctuality is an important life skill for pupils to learn. Children should be in a class ready to start the academy day **at 8:30 am** for the morning sessions and **12 midday** for the afternoon sessions. If your child arrives after these times they will be marked as late.

Regular attendance and good punctuality helps children to become reliable and organised, two qualities valued by employers and society. Arriving late not only puts children at a disadvantage but

can also disrupt the learning of others in their class. Just 10 minutes late each day is the equivalent of ***over six full days every year.***

***Holidays during term time***

Holidays during term time are actively discouraged by the academy. If parents and carers decide to remove their child for the purpose of a holiday, the absence will be recorded as unauthorised and if there is continuous unauthorised absence, your child could lose their place in nursery. Demand for places is high and we have many children on the waiting list.

***Absence due to exceptional circumstances***

The headteacher will give due consideration to granting absences in exceptional circumstances. Exceptional circumstances may include leave of absence on compassionate grounds for serious upheaval or illness. Any request of absence should be made in writing. A form is available from the school office. Each request will be considered individually, taking into account your child's attendance history. A firm return date for your child must be agreed in writing.

Occasionally, there may be family emergencies such as bereavement which may require children to be absent from school. In the circumstances, it may be advisable to discuss the situation with the office as soon as possible so that the appropriate support and acknowledgement can be given.

***Medical and dental appointments***

We would ask you to try, where possible, to arrange visits to the dentist and hospital appointments out of academy hours. If this is unavoidable, please inform us as to the date and time of the appointment. You can collect your child in time for the appointment and they can return afterwards in order to avoid missing too much time at school. It is important you tell us the time you intend to collect your child for an appointment so the office staff can fetch them for you.

***Changes of personal details***

Please remember to inform us of any changes to emergency contact details. This is very important as we will need to contact you in the event of any issues arising at school.

Thank you for your continued support.

Mr M Clifford

Headteacher



