



YOUR CHILD'S ATTENDANCE AND PUNCTUALITY

1. Our families and the staff team at Abercromby want all our children to thrive and learn, getting the most from their time with us. It is extremely important that children have good attendance, arrive at school on time, and are picked up at the right time. Please work with us to promote good attendance and punctuality and help build good habits for life.
2. Daily attendance is expected. Taking your child out, even for a day – to visit a relative, go shopping etc. – is not seen by the Authority as an acceptable absence and is recorded as unauthorised.
3. If your child is really ill he/she needs to get better at home. You must inform the office if your child is absent, by telephoning the school office on 0151 709 5114 by 9.30 am, explaining the reason for the absence. Keeping accurate daily registers is a legal requirement and so we need to ensure that clear reasons for absences are recorded.
4. If your child is absent and you do not ring us then we will ring you; if we can't get hold of you we will try the other emergency contacts you have given us. If on the second day of an absence, we still have not had an adequate explanation, then a Home Visit may be carried out for safeguarding reasons.
5. If one of your other children is ill, you must try and ensure that your child attends the nursery. Keeping your child at home should only happen in exceptional circumstances.
6. Please bring and collect your child on time, as this is as important as regular daily attendance. Drop off time is 8.45-9.00 am and we expect all children to be in for 9.00 am ready for a fabulous day of learning. Pick up time is between 2.45-3.00 pm. Please do not arrive earlier than this as your child will miss an important part of their education.
7. Wednesday is changeover day for many children. If your child has a Start/Week place, please collect them between 11.15-11.30 am. If your child has an End/Week place, please arrive at 11.45 am ready for lunch.
8. Late arrival or collection can make your child upset. If you are unavoidably held up and will be late collecting your child you must phone the school. If a child is left at the school for more than thirty minutes after their normal pick up time, with no reason given, we are required to contact Social Services. If a child is regularly collected late without a good reason, Abercromby Nursery School may charge for the extra childcare, at £5 per late incident.
9. Please avoid booking holidays in term time and organise family holidays during school holidays. Liverpool Council advises that holidays and extended leave should not be authorised in term time. If you wish to apply for leave you must complete a form available from the school at least 10 days prior to the proposed date of travel with all the details of your travel. If your child is likely to be away from the Nursery for a month or more, we cannot guarantee to hold their place open.
10. If your child is regularly late or has frequent absences you will be asked to meet with the Head Teacher to talk about the reason for the absences or lateness. We will always support our families with genuine reasons.
11. In extreme cases where absences are lengthy or numerous even after we have done our best to work with families, the child will lose their place at our school and it will be offered to another child on our waiting list.