Attendance Policy

We will aim to ensure that attendance/punctuality is monitored effectively and reasons for absences/lateness are recorded promptly and consistently.

Parents / carers will:

- Provide up-to-date contact numbers and change of address.

- Ensure that their child arrives at Forest School on time, has had breakfast, and is appropriately dressed.

- Offer a reason for any period of absence, preferably before the absence or on the first day of absence.

- Keep requests for changes to a child's regular booking pattern to a minimum.

- Work closely with Forest School to resolve any problems that may impede a child's attendance.

- Let Forest School know in advance of family holidays.

Forest School will:

- Develop effective strategies to promote and maintain attendance and punctuality.

- Record and monitor the punctuality and attendance of children in the register of attendance.

- Do registration twice per day, once at the start of the morning session and once after lunch. Regular head counts are also done throughout the day.

- Record in the register whether a child is present or absent. If absent, record the reason for the absence.

- Absences which are not notified by parents / carers will be followed up by a phone call from Forest School by 10am. If we are unable to reach parents / carers by phone, we will message via Blossom and if there is still no response we will ring the emergency contact. Forest School have a duty of care to make note of patterns and trends surrounding poor attendance. Prolonged or regular absence without parent / carer notification where Forest School has been unable to contact emergency contacts may result in a referral to social care services or a police welfare check.

- Encourage open communication channels between home and Forest School.

- Provide a nurturing, inclusive and adaptable environment that supports all learners, including those with additional needs, wherever we are able.

Reviewed by Jessica Timmins 05/11/24

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