

October 2021

Dear Nursery Parents

### **Attendance and Punctuality**

Now that your child has settled in the nursery, I would like to take the opportunity to remind you of the school guidelines around attendance and punctuality.

Regular attendance is extremely important for your child's wellbeing and progress in the Nursery. We realise that small children are sometimes poorly and need to stay at home, but we would like to encourage you to ensure that your children come to nursery whenever they can.

These guidelines are particularly important as we work hard to keep all our families and staff safe in the light of the Covid 19 situation.

Sometimes it can be difficult to make a judgement on whether your child should come to school. Below are some general guidelines:

- If your child has any of the Covid 19 symptoms; a temperature of over 37.5, a new persistent cough or loss of taste or smell, you should get them PCR tested for Covid 19. If the result is negative they may return to school once they are well – please remember to email the school office with the result from the NHS. If the test is positive they must stay at home for a minimum of 10 days or as directed by Track and Trace.
- If your child has a cold, but not a cough or temperature, and are well in themselves, they can come to school.
- If your child has had sickness or/and diarrhoea, please keep them at home for **48 hours following the last bout**. This is very important to prevent infections from spreading.
- Children who have had chickenpox can return to school as soon as the spots have dried up.

In the main school, National guidelines are that all children should aim for 97% attendance. This may be more difficult to maintain for nursery age children, but we aim for an attendance level of at least 90% in the Nursery.

If your child's attendance falls below 90%, we will be writing to let you know. If their attendance is significantly lower, we may contact you to arrange a meeting. If there are any factors affecting your child's attendance, please let us know as soon as possible.

### **Reporting absence**

If your child is absent from school for any reason, we ask that you contact the school office before 9.00 a.m. on the **first day** of absence for morning children, and before 1.00 p.m. for afternoon children. You can do this:

**By telephone – 0208 942 1586 – Option 1**

**By email – [nrathod2@burlingtoni.org.uk](mailto:nrathod2@burlingtoni.org.uk)**

**Through the website – [www.burlingtoni.kingston.sch.uk](http://www.burlingtoni.kingston.sch.uk)**

You do not need to contact us every day, but if your child is still absent after three days, please contact us again on the fourth day to let us know how they are.

### **Absence for other reasons**

If you wish to apply for school absence for religious reasons, or for exceptional circumstances, please email the school office, giving one month's notice. **Please note that absence for holidays in term time is never authorised.** The current Government advice is to avoid all but essential travel. Parents are reminded that any absences resulting from having to quarantine following trips abroad will not be authorised.

### **Unexplained absence letters**

If your child has been absent from school without explanation, you will receive a letter asking you to complete and return a reply slip letting us know why your child was away. If no reason is given, the absence will be unauthorised and this presents a concern.

### **Lateness**

Please could we ask that you arrive on time at the beginning of the nursery session. If you arrive after the times below you will need to go to the school office before dropping off at Nursery.

- **Morning drop off – 8.30 – 8.45**
- **Afternoon drop off – 12.30 – 12.45**

If you are going to be late collecting your child from school at the end of the session for some reason, please contact the school office to let us know as soon as possible.

Children can become very anxious if they are left behind, and it is important that we can reassure them that you are on your way.

**Morning pick up:**

- 3 year olds – 11.25 – 11.30 (latest)
- 2 year olds – 11.15 – 11.30 (latest)

**Afternoon pick up:**

- 3 year olds – 3.25 – 3.30 (latest)
- 2 year olds – 3.15 – 3.30 (latest)