

Attendance and Sick Leave Policy - Child

This policy has been amended for flexibility during the COVID-19 pandemic
**** During the COVID-19 pandemic, we will take a flexible approach to student attendance****

PURPOSE

Good attendance is a foundation for academic achievement, and it underpins all aspects of personal development. It establishes a responsible attitude towards the opportunities available in nursery and further education and it is the basis for the world of work. Attendance is a critical factor to a productive and successful school career. **This is true for those students in face to face learning and distance learning.**

This policy has been amended for flexibility during the COVID-19 pandemic
**** During the COVID-19 pandemic, we will take a flexible approach to staff attendance****

All staff must sign to confirm they have download the AlHosn App and that it is active.

All staff must declare their living arrangements regarding the health of family members to the principal.

It is vitally important that staff who appear to be 'unwell' or show signs and symptoms of COVID-19 remain at home and seek medical advice. Upon returning to work a medical certificate that states the staff member is fit to return to work must be provided to the principal before entering the nursery.

Any staff who test positive for COVID-19 or have been exposed to COVID-19 must report results to the principal.

POLICY STATEMENT

We will actively encourage families to take responsibility for checking the health of their children each day before arriving at nursery. Any children showing signs that they are unwell will be required to remain at home. Parents **MUST** inform the nursery of the reason for absence. A policy of **'staying at home if unwell'** for students, teachers and any other staff with symptoms is an absolute requirement. Symptoms can include mild to severe respiratory illness with fever, dry cough, shortness of breath and difficulty in breathing. Some patients experience body aches, muscle pain, headaches, nasal congestion, runny nose, sore throat, diarrhoea, nausea and a sudden loss of smell or taste.

Parental Agreement

It is important that parents, students and the nursery work together to improve and maintain good attendance and punctuality rates.

The responsibilities of the parents include:

- Actively promoting their child's attendance and punctuality and abiding by the times set by the nursery for the start and end of the nursery day.

Attendance procedures

We will not promote 'incentives' for 100% attendance during this time

Start of the Nursery Day
All students who are attending face to face lessons are recommended to be in nursery from 8.00am (FS1) 8.30am (PreFS) or 12.30pm (FS1) 1.00pm (PreFS) depending if you are in group A or B. The gate your child enters from will be open for 30 minutes. Any students arriving after this will have to report to the main door via intercom. For students learning from home, your class teacher will invite the children to a live register session each morning.

Morning and Afternoon Registrations
Class Teachers will record attendance on Engage.
The Admin team will contact parents via a phone call on the first day if recorded absent unauthorised. All absence details are recorded (illness, medical appointment, etc.) on Engage. Parents MUST disclose the reason for an absence. See below for reasons to keep a child at home.
The afternoon register for all children will be taken by the Class Teacher on Engage. Children at this point should either be present, absent unauthorised or absent illness. If the admin team change their attendance it will be changed for the whole day so no need to amend.

Registration Codes
All children will be registered either as present if in class or unauthorised absence by the class teacher
If the computer systems are down, those taking registration should use a class list to record attendance/absence and hand the list to the Admin team. They will enter the information at the earliest opportunity.
If the class teacher is absent the class will be registered by another member of staff.

End of the School Day

11.00am (FS1) 11.30am (PreFS) or 3.30pm (FS1) 4.00pm (PreFS) depending if you are in group A or B.

Nursery parents can enter through the side gate which will open 30 minutes before the exit time. Parents must stand on a spot clearly marked on the floor which corresponds to their class. Bubble staff will hand over the children to their parents (once temp and checks are done) who can then leave following the one way system to leave the grounds in a safe and organised way ensuring that social distancing is adhered to at all times.

Currently there will be no ECAs taking place so all students must be collected at the designated finished times.

Early Departure from the Nursery

If a parent wishes to collect their child early, the following procedure will need to be followed:

Parents to email or call in advance to PRE@alforsannursery.sch.ae . They need to inform of the date, time and reason for early collection. The class teacher will ensure the child is ready for this time. Your child will then be brought to the designated pick-up point and collected from there. Parents will not be allowed to enter the reception to wait for the child.

If a parent comes to collect a child without emailing, they will be asked to fill out a form which will be taken to the Principal to sign and then collect the child.

Late Collection

Once the nursery day is completed for pupils, staff then use the time to plan, prepare and assess for future lessons. Moreover, during COVID-19 times the entire nursery needs to be disinfected and sterilized for the next day.

Children should be collected at their designated times respectively, this will be recorded on the class departure sheet.

Class teachers are to monitor the number of late collections on a year group spreadsheet, monitored by the Year Group Leader.

It is vitally important that children are collected on time. In certain circumstances, parents may be late due to emergencies. In this case, children will remain in their bubble until they are collected and cleaning will be delayed.

If late collections continue, the Year Group Leader is to liaise with the Principal to meet with the family.

Planned Absence

Planned absence during term time is actively discouraged by the nursery due to the impact on a student's academic progress.

Medical appointments for example should happen outside of school hours where possible.

Applications for absence should be submitted either by hand or email to reception, PRE@alforsannursery.sch.ae These will then be forwarded or scanned to be emailed to the Principal.

Permission will be given for valid reasons only such as a serious medical issue or a family emergency. The nursery will evaluate all other requests on a case-by-case basis.

Parents will be sent the term dates as soon as these are known in order for them to arrange their holidays without disrupting their child's education. This includes the return dates at the start of the academic year and after holidays.

Absence due to Illness

If the reason for a student's absence is illness, they should be kept at home until they are fit enough to return to school. This is particularly important to prevent the spread of communicable disease. Communication from families by email to the class teacher and PRE@alforsannursery.sch.ae. **During this period, if you are in doubt please err on the side of caution and keep your child at home.**

This must be followed up by an email/hard copy of the HAAD sick note if the absence is more than one day.

**** COVID-19 additional information****

- Parents must keep their child at home if they are generally unwell. Children **must not** return to nursery until they are healthy / or no longer exhibiting any symptoms for a minimum of 24 hours.
- Parents must keep their child/ren at home if they or any family members are experiencing symptoms of COVID-19. Children experiencing symptoms of COVID-19 must only return to the nursery after receiving approval from a doctor and a negative COVID-19 test result.

- Parents must follow local health authority guidelines prior to sending their child/ren who have been in direct exposure to a confirmed COVID-19 case back to the nursery.
- Parents must arrange to pick up their child/ren within 1 hour, if they receive a call from the nursery stating that their child is unwell.
- Parents must allow their child to have a daily health screening (temperature check) conducted by the nursery prior to entry into the nursery.
- Parents must inform the nursery of any upcoming travel plans and adhere to quarantine requirements upon returning to the U.A.E and the instructions from the ALHOSN application.
- Parents must download the ALHOSN App to ensure traceability in the event of infection.
- Parents must sign the weekly declaration in the form of a weekly letter or survey.

IMPLEMENTATION OF DOCUMENTS

Please refer to the following documents to ensure the effective implementation of the policy:

- Child declaration forms
- Parent declaration forms
- Child attendance records

	Al Forsan Nursery
On	07/09/2020
Date to be reviewed	As required / annually
Signed on behalf of the provider	
Name of signatory	Suzanne Sumner
Role of signatory	Principal

