



Attendance Policy

It is recognised that attending Nursery is not statutory although good attendance is essential if children are to be settled and take full advantage of the learning and development opportunities available to them. At a young age, continuity and consistency are important contributors to a child's well-being and progress. A good attendance routine at Nursery sets the pattern for when they move into their statutory Primary education.

To encourage good attendance, the school and Nursery will;

- Ensure the Nursery is welcoming and every child feels a sense of belonging and connectedness
- Ensure the Nursery site is open at the stated times
- Ensure the regular, efficient, and accurate recording of attendance is completed by the Nursery team. This further supports our approach to safeguarding within the school and Nursery
- Give parents/carers details on attendance in newsletters
- Ensure all term dates including INSET days are clearly marked and displayed on the school website
- Follow up with non-attendance. Safeguarding is taken seriously and the Nursery will always contact home if contact has not been made regarding a child's absence

Partnership with parents

Poor attendance can be an indication of difficulties in a child's life and their lived experience. This may be related to problems at home or in Nursery. Parents/carers should inform the Nursery of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in Nursery, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school to identify any additional early help that may be required. Safeguarding is a priority, concerns for any child at any time will be reported to the Designated Safeguarding Lead. Some children are more likely to require additional support to attain good attendance, for example, children who are vulnerable, have a medical need or EHCP plan will be monitored and supported in the classroom. The Nursery will proactively identify and follow up on a child's non-attendance and gather information about the child. This will result in taking early action to prevent nonattendance developing and monitoring the impact of targeted support.



Absence reporting

Absence reporting involves a parent/carer informing the Nursery of a child's absence, with a specific reason and by a certain time, and the school maintaining detailed, accurate records and investigating any unexplained absences.

To ensure the safety of all children, the Nursery will;

- Maintain thorough and accurate records of all absences, reasons provided, and any actions taken, using either manual or electronic registers.
- Be rigorous in seeking explanations for absences and investigate all individual cases and any patterns of absence.
- Contact parents/carers (including emergency contacts if required) to obtain an explanation for unexplained absences and to check on the child's welfare, following the Safeguarding Policy if there are concerns about the child's welfare.
- Regularly monitor and analyse attendance data to identify children who may need support and to inform strategies for improvement.
- If concerns arise at any time or absence falls below expected levels, consider offering support to families and, if necessary, working with the local authority to refer to other services as per the Safeguarding Policy.

To comply, parents/carers must;

- Notify the Nursery as soon as possible before the child's session start time if a child will be absent via an in person visit, via Tapestry, email, or phone call (an answer phone is available to leave a message if required)
- State the reason for the absence (e.g., illness, medical appointment) and, if possible, how long the child will be away.
- Be aware that the Nursery will monitor attendance and will follow up on unexplained absences, potentially requiring further action to ensure the child's safety.