NURSERY ATTENDANCE POLICY

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Document Control			
Review period	24 Months	Next review	September 2028
Owner	CEO	Approver	ESIC COMMITTEE

Date of changes:	August 2026

Page/ Section	Changes to note	Reason for change *e.g. change in legislation*
Pg 3	Addition of the following bullet point to strengthen rationale: • To help children get ready for their entry to their Reception class	
Pg 3	Additional paragraph to further detail when/how a child may be removed from the school register	Clarification
Pg 4	Additional sentence re attendance and safeguarding: If there are concerns about a child's welfare in relation to their attendance, we will follow our safeguarding procedures.	Strengthen link to safeguarding
Pg 4	Added a link to the NHS guidance Is my child too ill for school? and a commitment to share this with parents	Revised DfE guidance
Date of final approval:		

Introduction

Ings Farm Primary School believe good attendance is essential if children are to be settled and take full advantage of the learning and development opportunities available to them at school. At a young age, continuity and consistency are important contributors to a child's well-being and progress.

Aims

- To create a culture where good attendance is 'normality' and valued
- To value the individual and be socially and educationally inclusive
- To help children get ready for their entry into their Reception class
- To be consistent in the implementation of our policy and procedures

Regular and punctual attendance is paramount so that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late.

Definitions

Authorised absence

An absence is classified as authorised when a child has been away from nursery for a legitimate reason and the nursery has received notification from parent or carer. For example, if a child has been unwell and parent telephones the nursery to explain the absence.

Unauthorised absence

An absence is classified as unauthorised when a child is away from nursery without the permission of the nursery. For example, if a child has been taken on holiday. An unauthorised term time warning letter is likely to be issued for any unauthorised absences.

Procedure

Children should be at nursery, on time, every day that the nursery is open and your child is due to attend, unless the reason for the absence is unavoidable.

Parents are expected to inform school of an absence by calling the school office as soon as possible and preferably before the start of the nursery session. The register closes at 8:45am for morning nursery sessions and 12:45pm for afternoon nursery sessions.

If the school does not receive contact with regards to an absence, they will endeavour to contact parents / carers via telephone. If no contact is made, secondary contacts will be telephoned. In the unlikely event that contact is not made, and the absence has continued for more than a day, a home visit will be undertaken.

If a child has not attended nursery for a continuous period of 4 weeks without contact from parents/carers, and all attempts to make contact have been unsuccessful, the school may consider removing the child from the nursery register.

Before this happens, the school will:

- Send written communication to the home address
- Attempt contact via all known phone numbers and emergency contacts

It is imperative that school and parents / carers work together as a team to support this important start to a child's education. School will support families in whatever way they can to help ensure good attendance.

Parents of children whose attendance is inconsistent and generally poor will be contacted by school and their future attendance monitored. If there is cause for concern, the health visiting service may be contacted in order to ascertain if family support may be needed.

If there are concerns about a child's welfare in relation to their attendance, we will follow our safeguarding procedures.

Although attendance at nursery is not statutory, authorised absence is only normally granted when a child is unwell and parent contacts the nursery to explain the absence or emergency situations and medical appointments. A link to a helpful NHS site is provided to support parents Is my child too ill for school?

All planned absences in term-time must be requested using the Leave of Absence Request Form. The form should be returned to the school office 4 weeks prior to the intended absence. Holidays will be marked as unauthorised in the attendance register. Only in exceptional circumstances will leave of absence requests be authorised by the Head Teacher. A letter outlining the Head Teacher's decision will be sent to the parent(s) or carers.