

# CROSSENS NURSERY SCHOOL - Attendance Policy



## Guiding Principles

Crossens Nursery regards good attendance and punctuality as vitally important for the learning and well-being of children.

Children who attend nursery regularly, arrive and are collected on time are more secure and better able to engage with the learning environment.

## Roles and Responsibilities

### Parents & Carers

- To ensure their child attends every session unless they are unwell.
- To avoid making appointments for their child that occur during school time.
- To inform the nursery by telephone on the first day if a child is absent because of illness and again at regular intervals if the illness is prolonged.
- To inform the nursery if their child is going to be absent and to give the reason for the absence – this can be done by telephone or email.
- To inform Nursery of any holidays during term time.
- To bring and collect their children promptly.
- Ensure that children are brought and collected by a responsible adult, over the age of 18.
- Ensure that the nursery is informed every time someone different will be collecting their child. Nursery will need the name of the person in advance and it is vital that they have the password.
- Bring children into the nursery door and ensure a member of staff is aware of their arrival.

### Headteacher

- To ensure parents/carers understand the importance of punctuality and attendance.
- To monitor attendance and punctuality termly. This will be reported and discussed at Governor meetings
- To speak informally to parents / carers to ascertain if any support is needed in order to get children to Nursery consistently
- To carry out a welfare check if a child has been absent from Nursery without notification after two days
- To carry out a welfare check where deemed appropriate in the case of prolonged absence, even where nursery has been notified of the absence. This would usually be where the absence has lasted two weeks at a minimum and where the reason for the absence is not related to a holiday
- To report any absences of children on CIN plans to the Local Authority

### Responsibility of Staff (School Administrator, Teachers and Support Staff)

- To monitor children's attendance and punctuality and ensure a reason is obtained every time a child is absent from nursery by making contact with the family in the event that no reason for absence has been provided (See Absence enquiry procedure). (VM,DW)
- To inform the Headteacher if they have concerns about a child's attendance or punctuality. (ALL)
- To be aware that poor attendance and/or punctuality could be a safeguarding issue and to respond in accordance with the Nursery's Safeguarding Policy & Procedures. (ALL)
- To ensure that registers are accurately completed with late marks and reason codes for every absence. (ALL)
- To mark a child as being late if they arrive after 9.20 for the morning session or 12.45 for the afternoon session (ALL)

- To provide positive messages to parents/carers about the importance of punctuality and good attendance. (ALL)

### **Responsibility of Governors**

- To agree, support, monitor and review the implementation of the Nursery School's policy on attendance.
- To monitor attendance rates termly.

**Policy Reviewed by Governors: September 2025**

**Review Date: September 2026**