



Ryedene Primary School and Nursery

'Growing together to succeed'

Nursery Attendance Policy

Date of this review: July 2026

Date of next review: July 2027

Policy agreed by Local Governing Body

Introduction

At Ryedene Nursery, we believe the attendance of all of our children is of vital importance. Although we recognise that attending nursery is not statutory, we hope to instil good habits in punctuality and attendance in children and their families to help them make the most of their education and the activities provided on a daily basis.

If children do not attend nursery regularly, their learning and overall development is fragmented, their acquisition of skills and knowledge is interrupted, their educational achievements are potentially damaged and their development of personal and social skills, affected. At a young age, continuity and consistency are important contributors to a child's positive well-being and progress. Also, we believe regular attendance at nursery sets good practice for statutory schooling when the children reach this age, allowing a smooth transition in to the routine of school life.

Aim of the Policy

Our Nursery Attendance Policy aims to ensure liaison with parents/carers to promote the highest possible levels of regular attendance and thereby establish a foundation for all future learning. We aim to do this by re-enforcing positive messages with parents, explaining the adverse effects of non-attendance.

Procedures

Children who are absent

We appreciate that, from time to time, children may be absent from Nursery and that this can be for illness or medical appointments. At Ryedene, in order to maintain accurate records, we ask that the following procedures are adhered to:

- ✓ Parents/carers are expected to contact the school on each day of their child's absence by 9.00 a.m.

This is to ensure that we continue to work and maintain high standards of communication with our families and are able to safeguard the children that attend the Nursery. The school collates and monitors attendance information for all children each half term in line with safeguarding good practice.

Children who are absent without Notifying the Nursery

If the school has not been notified of an absence via a written note or telephone call then the school will telephone or text parents/carers to find out the reason for any absence and this will be recorded in the register using the appropriate code.

If the child is known to Social Care, this service will be informed of the unauthorised absence. If there is not a satisfactory explanation for the absence a senior member of staff will make contact, initially by telephone. If there is no contact after one week, a letter will be sent to the family. Home visits will also be made.

If necessary, an appointment will be made to discuss the matter. If, after one month, there has been no contact, the child's name will be removed from the register and the place allocated to another child on the waiting list. A letter explaining the situation will be sent to the parents/carers. The Local

Authority will be informed that the child has left the nursery.

Children in Receipt of Government Funded Education Sessions

Where children are in receipt of the free government funded education sessions and are absent, the School is required to inform the Local Education Authority when:

- the absence is continued or reoccurring
- the absence is for a period longer than three weeks

Where a child is absent for longer than three weeks, the Local Education Authority will review the funding of that placement and this may be removed.

Parents may also be requested to pay for the absent sessions.

Children repeatedly absent from Nursery

Nursery pupils' attendance will be monitored regularly. For children to benefit fully from Nursery education, attendance needs to be regular and punctual. If attendance and/or punctuality is poor or erratic, the school's Attendance Officer will talk to the child's parents or carers. This conversation will be recorded and dated.

If, after a period of two weeks, attendance and or punctuality remains unsatisfactory, a letter will be sent to the parents/carers inviting them to meet with the Head of School and/or the Attendance Officer.

If, following the meeting, there is no sustained improvement in attendance and/or punctuality within an agreed period of time then the school has the right to decide whether the child should lose their Nursery place. Parent/carers will be notified of the loss of place in writing.