



Wallace Road Nursery School Attendance Policy

Ethos

The Nursery views 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/opportunity unless they are unwell.
- To avoid making appointments for their child that occur during school time.
- 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, email to Key Person or office, in person or via Class Dojo.
- **Should parents wish to take their child out during term time, a holiday form (Annex A) will need to be completed.** Information required includes the dates of the holidays and reason for the holiday. This is in line with our roles and responsibilities in relation to Safeguarding.
- To bring and collect their children promptly – **please remember it can be very distressing for children to be left until last.**
- If parents/carers are unable to collect children at the correct time due to unforeseen circumstances they will contact the school to make them aware.
- Ensure that children are brought and collected by a responsible adult, or **siblings aged 16 or over.**
- Ensure that the nursery is informed every time someone different will be collecting their child and provide a password for added security if adult is unknown to nursery staff.
- Bring children into the nursery rooms and ensure a member of staff is aware of their arrival.
- To allow children to access their whole entitled three hours a day. This includes arriving on time and collection at the end of the session, allowing the child to participate in group time if possible.
- To be aware that persistent lateness will result in a late penalty.
- To be aware that any child who attends mornings who has not been collected on time can be placed in lunch club which will incur a cost to the parents/carers

Head Teacher

- To ensure parents/carers understand the importance of punctuality and attendance.
- To work with the admin team to monitor attendance regularly

- To ensure the Key Person is contacting families of children who are absent
- To speak informally to parents/carers if a child's attendance is poor
- To write to parents/carers if attendance remains low and does not improve after informal conversation
- To withdraw the child's place in extreme circumstances – but not if this could further endanger the welfare of the child.
- To ensure strategies for encouraging good attendance are implemented

Responsibility of Key People

- To contact parents/carers when a child is not at nursery and no contact has been made.
- To keep a record of every contact attempt made.
- To report the reason for a child's absence to the School Business Manager and record it on the register.
- To monitor the attendance and punctuality of their key children.
- To inform the Head teacher if they have concerns about a child's attendance or punctuality.
- To be aware that poor attendance and/or punctuality could be a safeguarding issue and to respond in accordance with the Safeguarding Policy and Procedures.
- To provide positive messages to parents/carers about the importance of punctuality and good attendance.

Responsibility of Governors

- To agree, support, monitor and review the implementation of the Attendance Policy.
- To be aware of attendance data termly.

Procedure for poor attendance

- If a child's attendance becomes a concern, the Key Person will make contact with the parent/carer to discuss any concerns or challenges
- If attendance continues to be poor, the Head Teacher will write to the parents

We want to work with our families to find ways of ensuring all children regularly and consistently attend nursery.

If a child does not attend nursery for a week and we have not received any contact from the parent/carer, we will assume the place is no longer required.

Glossary of Terms

Authorised Absence - sessions away from nursery where there is a good reason e.g. illness, hospital appointment or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and/or for which there has been no request for absence made or the request has not been granted.

Policy reviewed: September 2025

Annex A

Holiday form

Child's name:

Dates of absence/holiday:

Reason for absence/holiday:

Parents name and signature: