

Growing Together Federation

Attendance Policy

Bowerdean Nursery School | Henry Allen Nursery School | Mapledean Nursery School

Policy Statement

At the Growing Together Federation we believe good attendance is essential for children's wellbeing, learning and development. Continuity and consistency at an early age support positive habits and help prepare children for statutory schooling. The Federation monitors attendance in line with safeguarding best practice.

Expectations

The Government expects schools and local authorities to:

- Promote good attendance and reduce absence, including persistent absence
- Act early to address patterns of absence

When taking up a nursery place, all children are expected to:

- Attend nursery from the allocated start date
- Attend nursery punctually
- Attend nursery appropriately prepared for the day

Parents and carers are expected to:

- Encourage regular attendance (minimum expected attendance is 95%)
- Ensure children arrive punctually and prepared
- Inform the nursery of any absence on the first day
- Notify the nursery of any ongoing or expected absences

Encouraging Attendance

The Federation promotes good attendance by:

- Providing a caring and welcoming learning environment
- Responding promptly to concerns raised by parents or children
- Celebrating good and improved attendance
- Closely monitoring attendance and supporting families, involving Health Visitors where necessary
- Having a flexible approach to session times in exceptional circumstances

At admission, parents and carers should inform staff of any known absences, including holidays or medical needs, and the expected duration.

Categorising Absence

Absence can only be authorised by the school. All absences will be recorded as unauthorised unless a satisfactory explanation is provided.

Authorised Absence

The school may authorise absence for the following reasons:

- Illness
- Medical or dental appointments
- Family bereavement
- Religious observance

Attendance Procedures

The school register opens at 8:45am and closes at 9:00am for morning sessions, and opens at 12:15pm and closes at 12:25pm for afternoon sessions. Parents and carers must report absence at the start of the session.

If no contact is received on the first day of absence, the nursery will attempt to contact parents or carers. Emergency contacts may be used, and a home visit will be made if no contact has been made by the 3rd day of continuous absence. If a child's whereabouts cannot be confirmed, the matter will be escalated in line with safeguarding procedures.

Monitoring and Follow-up

Where attendance is a concern, staff will support families and emphasise the importance of regular attendance. If attendance falls below 50% over a three-week period, families will be informed that the place may be forfeited unless attendance improves to at least 75%.

If no contact can be made over a four-week period, it may be assumed that the child has moved, circumstances prevent attendance, or the place is no longer required. In some circumstances, prolonged absences may be referred to the Education Safeguarding Advisory Board.

Absence Due to Family Holidays

While Nursery attendance is non-statutory, holidays during term time are discouraged and must be requested in writing in advance. Children who do not return following an agreed holiday may be removed from the register.