

Beechdale Nursery School

Attendance Policy

Essential information for parents
2025/26



Attending school is very important

Although attendance at Nursery school is not statutory, if you have accepted a place for your child then there is an expectation that they will attend regularly. We encourage your child to attend school every day as this prepares them for transition to school and establishes a regular routine from the very start of their education and at an early age. Children who are regularly absent from school miss out on opportunities which can affect their life-long chances. At most Primary schools, the attendance target for each child is 97%.

Lateness



School starts at 8:30am/12.15pm for our 15hr children, 8.50am or 9.00am for our 30hr children. Registration will close 15 mins after the start time for your child's session - at 8:45am/12:30pm for the 15 hour children and 9:05am/9:15am for the 30 hour children. Your child will receive a late mark if they arrive after this time.

When your child enters school, they go straight into their key worker group for registration and an adult led activity for around twenty/thirty minutes. If they arrive late, they will miss valuable learning, as well as the opportunity to socialise with their friends and form relationships with staff.

If Your Child Is Absent You Must:



- Contact school on the first morning of absence, this can be done via telephone (01207 505752) or via a Class Dojo message to Mrs Harris. Please ensure that you give a reason for your child's absence.
- Keep school informed on a regular basis if your child is absent for a long period.

Failure to contact us will result in a phone call from Mrs Harris to establish why your child is absent. We have a duty of care to ensure all children are safe when not in school, along with monitoring any illnesses that are being transmitted such as chickenpox etc.

If your child is absent without reason for two days or more, Mrs Richardson our Family Support Advisor will contact you to discuss this. If we are unable to speak to you for five days or more, we will carry out a visit to the family home to discuss how we can support you with your child's attendance.

Collecting Children Early From School

Please note we are unable to release children early from school unless they have a valid reason i.e. medical appointment and we would need to see proof of this.

Medical Appointments



If it is possible, any appointment should be made out of school time. If this is not possible, your child should miss the minimum amount of school time necessary. If your child is well enough to go back to school following the appointment they should do so.

Holidays / Leave of Absence

Wherever possible, please take your child on holiday out of term time. If you are taking your child on holiday, please request an application form from school. Once your child moves to Primary school, parents are liable to receive a fine for holidays take in the school term.

Every School Day Counts



Every Minute Counts

LATENESS = LOST LEARNING

(Figures below are calculated over a school year)

5 Minutes late each day	3 days lost!
10 Minutes late each day	6.5 days lost!
15 Minutes late each day	10 days lost!
20 Minutes late each day	13 days lost!
30 Minutes late each day	19 days lost!

**Be at the
classroom on
time and ready to
learn!**

Help and Support

If you need help with attendance you must talk to school about it as soon as possible. You can speak to Mrs Graham, Mrs Richardson or Mrs Harris.

Contact Information

Please remember to contact us if your address or contact details change!