

BEECHDALE NURSERY SCHOOL



Attendance Policy

Reviewed September 2025

Mrs J Graham

ATTENDANCE POLICY

INTRODUCTION

We are an L.E.A. Nursery School and can admit children from the term after their 3rd birthday until they transfer to reception class (as long as there is a place available)

We offer part-time (3 hours daily) education, either on a morning or an afternoon as well as full time education for children where parents qualify for 30 hour provision. This is non-statutory education.

Although attendance at Nursery school is not statutory, once a child is on roll then there is an expectation that they will attend regularly.

We encourage children 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%.

RATIONALE

Despite being non-statutory, we aim to promote full attendance for all of our children.

AIMS

- To encourage parents/carers to bring their child for every session, therefore promoting full attendance.

OBJECTIVES/PROCEDURES

- To encourage parents to inform us of any illness on the first day of their child's absence.
- To encourage parents/carers to inform us of any holidays/short breaks they have arranged.
- To ensure parents/carers understand that non-attendance – without a reason being given – for a period of 4 weeks would result in their child's place being offered to the next person on the waiting list.
- Daily registration of children takes place in group "Circle Time" at the beginning and end of each session and the Headteacher or Office Manager records any absences in the registers.

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 of a child's session - at 8:45am/12:30pm for the 15 hour children and 9:05am/9:15am for the 30 hour children. Children will receive a late mark if they arrive after this time.

If a Child Is Absent Parents Must:



Contact school on the first morning of absence and give a reason for a child's absence.

Parents must keep school informed on a regular basis if their child is absent for a long period.

Failure to contact us will result in a phone call from Mrs Harris to establish why a 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 a child is absent without reason for two days or more, Mrs Richardson our Family Support Advisor will contact parents to discuss this. If we are unable to speak to parents of an absent child for five days or more, we will carry out a visit to the family home to discuss how we can support a child's attendance.

Medical Appointments



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

Holidays / Leave of Absence

Wherever possible, children should go on holiday out of term time. If parents intend to take a child on holiday during term time, they must request an application form from school.

This policy will be regularly reviewed and updated as part of the School's overall CPD plan.

Review date – September 2026