Attendance Policy

Approval:
This policy has been reviewed in line with the 2010 Equality Act and Public Sector Equality Act. Due regard has been given to Equality.

This policy was adopted in **November 2026** the date of the next formal review will be **November 202**7 and every year thereafter, unless statutory legislation changes.

Policy approved by the Full Governing Board of Earlham Nursery School.

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1. Aims

This policy sets out our commitment to ensuring excellent levels of attendance at nursery. Our approach reflects a whole-school culture and ethos that prioritises good attendance as foundational to children's development and learning. We are committed to:

- Setting high expectations for the attendance and punctuality of all children
- Promoting good attendance and the benefits it brings
- Reducing absence, including persistent and severe absence
- Ensuring every child has access to the early years education to which they are entitled
- Acting early to address patterns of absence

- Building strong relationships with families to ensure every child receives the support needed to attend nursery regularly

2. Attendance Procedure

Known Absences

Parents/carers must inform the nursery in advance, where possible, if a child will be absent due to illness, holiday, medical appointments, or other known reasons. These absences are recorded by office staff and checked against actual attendance each day.

Unknown Absences – Daily Process

- Day 1: A call is made to parents/carers requesting that they contact the school to explain their child's absence.
- Day 2: Daily calls continue and if we cannot contact the main parents/carers then we will try other emergency contacts we have on record. If there is still no contact after the second day a text message will be sent to the family, advising that a home visit will be arranged if contact is not established. The visit will be conducted by two members of staff, one of whom will be a Designated Safeguarding Lead (DSL). A record of any actions taken, including home visits and their outcomes, will be documented on CPOMS. Where appropriate, we will refer to our safeguarding policy and procedures to ensure a consistent and informed response. Where there are safeguarding concerns for a child, a home visit may be carried out on day 1 or day 2.

Vulnerable Children

If the visit raises concerns we may need to refer concerns to external agencies—such as Children's Services, the local authority, or the police—if safeguarding issues are identified.

Individual Attendance Monitoring

- Key Persons will raise any concerns with the child's attendance.
- Office staff and the Headteacher will investigate concerns.
- The Headteacher or Family Support Worker will work with families to identify and address barriers to regular attendance.

Overall Attendance Monitoring

The Headteacher will review overall attendance each half term. Weekly trends or sudden drops will be flagged for further investigation.

3. Roles and Responsibilities

3.1 The Governing Board

The Governing Board is responsible for:

- Setting high expectations of school leaders, staff, children, and parents/carers. Effective collaboration with local partners to remove attendance barriers and support individual pupils
- Recognising and embedding the importance of attendance across school policies and ethos
- Ensuring consistent delivery of attendance processes, prioritising resources for children who need the most support
- Promoting high aspirations for all children while tailoring processes to individual needs • Regularly reviewing and challenging attendance data, focusing improvement efforts on those most in need
- Collaborating with school leaders to set attendance goals and areas of focus, offering both support and challenge
- Monitoring whole-school attendance trends and evaluating the effectiveness of attendance strategies

3.2 The Headteacher/Designated Senior Leader

The Headteacher is responsible for:

- Implementing this policy consistently across the school
- Monitoring school-level attendance data and reporting trends to governors
- Supporting staff in monitoring the attendance of individual children
- Working with parents/carers of children with SEND to overcome attendance barriers, including missed transport or in-school challenges
- Communicating with the local authority in cases involving children with EHC plans or attendance-related barriers linked to their needs
- Promoting high attendance expectations to parents through all available platforms

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum every 2 years. At every review, the policy will be approved by the full governing board.

4. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy