



## Attendance Policy

### Introduction

The Cookham, Maidenhead and The Lawns Nursery Federation adopts a positive attitude towards attendance. We recognise that regular attendance has an impact on social inclusion and effective learning. We believe good attendance is essential if children are to be settled and take full advantage of the learning and development opportunities available to them at Nursery. At a young age, continuity and consistency are important contributors to a child's well-being and progress.

We believe that this will best be attained through an effective and meaningful partnership with parents/carers and other professionals.

### Aims

Our aims are:

- to create a culture where good attendance is “normality” and valued;
- to value the individual and be socially and educationally inclusive;
- to be consistent in the implementation of our policy and procedures.

### Expectations

Regular attendance is paramount so that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late.

Children should be at Nursery every day that the Nursery is open for their allocated hours.

Parents/carers are expected to inform Nursery of an absence on the first day, and the reason for the absence. Messages of absence from parents are passed to the key person. The register closes at 9.30am and 1pm.

If there is no message, the key person is expected to follow up absence using the procedures in Appendix 1.

Any problems with regular attendance are discussed between the Nursery and parents. Children could sometimes be reluctant to attend Nursery. If a child is reluctant to attend, we work with the parents to support the child to attend. Cooperation between home and school is the best way to support children's well-being needs. Parents/carers are expected to contact Nursery at an early stage and to work with the classroom team in resolving any problems together.



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Parents of children whose attendance is inconsistent and generally poor will be contacted by the Executive Headteacher and their future attendance monitored. If there is cause for concern, the health visiting service and/or Multi-agency Team may be contacted in order to ascertain if family support may be needed. In more urgent cases, social care may be contacted.

The attendance of children looked after will be monitored and, where attendance is poor, an attendance plan will be put in place in collaboration with the family/carer, the child’s social worker and, if necessary, with support from the Virtual School Head and other relevant agencies.

We recognise that attendance at Nursery is not statutory however regular attendance is best for the child and we actively promote this. All planned absences in term-time should be requested using the Holiday Request Form. Holidays will be marked as such in the attendance register.

Please Note: No refund or reduction in fees is available for any pre-booked additional sessions or top-up sessions that are missed or not used, either planned or unplanned, and places are not transferable. If any parents/carers are having difficulties with payments, they are encouraged to contact the Executive Headteacher (see Charging and Remissions Policy).

**Approved by:** Teaching and Learning Committee

**Signed by Chair of Governors:** .....

**Date:** 16<sup>th</sup> October 2025

**Review Date:** October 2028



## Appendix 1 – Procedures for Staff

### Guidelines for non-attendance

The following are guidelines to be acted upon when a child has been absent from Nursery with no explanation given for non-attendance.

#### Procedure

Key person/office team to make contact with parent/carer via phone call and establish reason for non-attendance and child’s likely date of return to Nursery/Pre-Nursery. Remind parent/carer of our need to know when and why children are absent.

Once contact is made and if there is a concern, offer support for parent/child to enable return to Nursery. Strategies may include: a home visit to discuss issues concerning all involved parties; help with collecting and/or returning child home; changing times of sessions to avoid congested times; support for reintroducing child to sessions.

### Safeguarding

#### Persistent non-attendance

The Key person must follow this up when there is a concern about a child’s absence. The Key person/office team will contact the parent daily to establish the reason for absence if it is not known and the information will be recorded on MYCONCERN.

#### Safeguarding concerns

Children on Child Protection plans, Children in Need plans or where the Key person has concerns will be highlighted to all. If the Key person has any concern regarding non-attendance, they must speak to the Executive Headteacher.

#### Prolonged non-attendance for one term

Child to be removed from Nursery/Pre-Nursery register if place can be filled. Otherwise continue working with parent/carer and other agencies to find a way of encouraging return to Nursery.

#### Irregular attendance

If there are difficulties with regularity of attendance/time of arrival/collection, staff will work with the parents/carer to try and support them in resolving problems.

#### Recording

Registers are to be filled out daily with absence codes. The office team will monitor these termly. If there is a concern then any follow up phone calls, home visits etc, names of people involved and short description of discussions, strategies agreed, etc., are recorded on MYCONCERN.



## Appendix 2 – Attendance Statement to be Handed Out at Home Visits

### Attendance Statement

When children come to the Nursery and Pre-Nursery regularly and on-time, they benefit by making friends, feeling more settled and learning more.

It is important that your child comes to Nursery/Pre-Nursery on their allocated sessions, unless he or she is ill.

### Illness

If your child is not well then please phone the Nursery office. In your message please tell us your child’s name, group/Key person and what their illness is.

If your child has diarrhoea or has been vomiting, then she or he needs to be free of symptoms for 48 hours before coming back to Nursery. This helps to make sure that other children/ staff do not get the same bug as your child.

### Holidays during term time

If you need to book holiday during term time please complete a holiday form, which can be obtained from the office.

### Other Absences

Your child is authorised to miss Nursery for a medical or other urgent appointment – but please let us know if this is arranged.

**Please note that no refund is available for additional sessions or top-up sessions not used or missed either planned or unplanned and places are non-transferrable.**



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### Appendix 3 – Holiday Booking Form

Please note, no refund or reduction in fees is available for pre-booked additional sessions or lunch club places that are missed or not used, either planned or unplanned, and places are non-transferrable.

Parent/Guardian Signature: ..... Date .....