Netherton Park Nursery School

Netherton Park
Nursery School

Attendance Policy

Reviewed: September 2026	**Next review date:** September 2029
Chair of Governor signature:	

Related documents:

Safeguarding and Child Protection Policy

Keeping Children Safe in Education

Un-collected Child Policy

Fire Procedure and Policy

Induction presentations to parents/Nursery School Website

Working together to improve school attendance (July 2026) Working together to improve school attendance: July 2026

Attendance Leads - Alison Ward (Headteacher) and Jackie Armstrong (Pastoral and Safeguarding Lead)

Governor with responsibility for Attendance - Teresa Cutler

Contact to report pupil absence Main Reception - 01384 283687 Option 1

Purpose

Netherton Park Nursery School is committed to providing a full, rich, enjoyable and appropriate educational experience for all pupils and acknowledges that education is vital to raising the aspirations of all pupils.

'Even when you are very small good attendance makes a BIG difference'

At Netherton Park Nursery School we believe in consistently supporting and promoting good attendance. Pupils who attend regularly and arrive and are collected on time are better able to make the most of the learning and development opportunities that we provide. Research shows that regular take up of early education in a high-quality setting has a long lasting impact on pupil's social

development and intellectual attainment throughout school and later life. (Research brief The Effective Provision of Pre-school Education Project EPPE 2003)

We therefore view good attendance and punctuality as vitally important for the learning and well-being of all our pupils. Positive relationships with pupils and their families are key to achieving this. With this in mind, we aim for the vast majority of learners to achieve an attendance rate of 95% or higher in an academic year. Our real target is to achieve better than this, because we know that the best attendance is the key to successful schooling.

Aims

- To work in strong partnership with parents and carers to ensure that every pupil who attends Netherton Park Nursery School attends regularly and punctually every day.
- To provide a safe and reassuring routine for all pupils during arrival and collection.
- To support all pupils and their families in establishing good routines that continue throughout each child's education.

"Never be ignoring attendance no matter how young the children are." Tim Hill HMI July 2024

Government funded early years education places (15 hours entitlement for eligible 2-year-olds (Time for Two and Working families), the universal 15 hours entitlement for 3- and 4-year-olds and the extended 30 hours for 3- and 4-year-olds working families) are not subject to compulsory education laws which take effect from the start of statutory schooling the term after the child turns 5. However, at Netherton Park Nursery School we strongly promote maintaining high levels of attendance in order that all pupils can achieve the maximum benefit from their funded hours.

Registers are taken each day for all pupils by key workers and following up all unexpected absences is part of our duty to ensure the welfare and safeguarding of all pupils.

Governors' responsibility:

- Hold the Headteacher to account for attendance and punctuality.
- Nominate a Governor with responsibility for overseeing attendance.
- Use termly data to ensure that attendance is a priority and that strategies in place are being used consistently and are effective in making improvements for all pupils but with a specific focus on vulnerable groups eg SEND, EAL, EYPP CLA etc.

Headteacher responsibility:

- Make parents/carers fully aware of the Nursery School's Attendance Policy, procedures and expectations as part of the induction processes.
- Ensure the website contains information regarding the Nursery School's Attendance Policy, procedures and expectations.
- Monitor attendance on a half termly basis. This information is shared with parents via the Headteacher newsletter regarding the attendance of each key worker group alongside the % of pupils with persistent absence (below 90%). Termly attendance information is shared with Governors in the Headteachers Report.
- Pass on information about pupils with concerning attendance to the Safeguarding and Pastoral Lead.
- Where attendance has been identified as an issue, support has been identified and implemented, and no improvement has been made seen, written correspondence relating to the concern will be sent to parents/carers initially by safeguarding and pastoral lead. If no improvement a formal meeting between the Headteacher and the parents/carers will take place to discuss the concerns and identify the next steps. Where appropriate an attendance Support Plan will be developed.
- At the end of each term letters will be sent to the parent/carers of each child whose attendance is below 85%. (See sample letter in Appendix 4)
- For pupils in Sycamore termly attendance is also shared with IEYS.

Parents/Carers responsibility:

- Provide up-to-date contact numbers and notify the Nursery School of any changes of address or contact details immediately. There must be at least 1 additional emergency contact number other than the parents. A discussion will take place with any parent who is unable to provide any other contact, this will then be dealt with on a case-by-case basis and the headteacher will make the final decision about specific plans to be put in place where this cannot be met.
- Ensure that their child attend all sessions offered unless they are too unwell.
- Notify Netherton Park Nursery School by phone if their child is going to be late that day. Parents/Cares must sign their child in and state a reason for lateness.
- On the first day of absence notify Netherton Park Nursery School by phone and leaving a voice message on option 1 the absence reporting line, before 9.00am/12.50pm giving the reason for child's absence and possible date of return.
- In the case of lengthy absence parents/carers to keep Netherton Park Nursery School well informed.

- If a parent/carer is going to be late to collect that they let the Nursery School know ASAP by telephone call. If the person collecting is not on the emergency list, then they will need to know the collection password.
- Any child collected early or late must be signed out at Reception, by the adult collecting them, stating the reason.
- Work with the Nursery School where absence has been identified as a concern, to improve attendance/punctuality.

Safeguarding and Pastoral Lead responsibility:

- Carry out all first day calling to the parent/carer of any absent pupils with no reason. Adding the reason onto ARBOR. If unable to contact the parent/s the emergency contacts are called. If no one can be contacted the Headteacher is informed. A joint decision is then made as to whether a safe and well check is needed.
- Input all late arrivals onto ARBOR using information from the signing in sheets.
- Record any appropriate/concerning absences onto CPOMS.
- Speak to parents/carers informally if a pupil's pattern of attendance is low, or if levels of punctuality are poor.
- Put support strategies into place that will enable good attendance and punctuality to be maintained. Where appropriate an Attendance Support Plan will be developed.
- In the case of a concern about the welfare and safety of any pupil whilst not in attendance at Netherton Park Nursery School the Safeguarding and Child Protection Policy and procedures will be followed. This will be actioned for any pupil who is a Child Looked After (CLA) and for any pupil/families who are part of an Early Help Assessment, Child in Need (CIN) or Child Protection (CP) Plan. Concerns about patterns of attendance in these cases will also be shared with appropriate professionals.
- Input all absences in advance received on blue Leave Request forms that have been signed by the Headteacher, following up with the parent/carer for any pupil that does not return on the expected date.

Keyworker responsibility:

- Input all pupil's attendance and absence using the appropriate codes, adding information to support the reasons for any absence.
- Inform Pastoral and Safeguarding Lead if they are made aware a child will be absent following a conversation with a parent/add the information to ARBOR.
- Ensure that a parent/carer completes a blue Leave Request form if they are made aware they

will be taking time off for holiday etc.

Admin team responsibility:

- Monitor the absences reported before 8.00am on main telephone line and inform Safeguarding and Pastoral Lead who will input onto ARBOR.
- Ensure all pupils arriving late are signed in by the parent/carer stating a reason as to the reason.
- Issue blue Leave Request forms to parents and pass any completed forms to the Headteacher to be signed, these will then be given to Safeguarding and Pastoral Lead for input.

Nursery School procedures and expectations

- Session times: 8.40am - 11.40am, 12.30pm - 3.30pm and for 30 hours 8.40am - 2.40pm.
- Staff will maintain a clear and accurate register which are checked daily for absences.
- The register closes at 9.00am/12.50pm all pupils who arrive between 8.50am and 9.00am/12.40pm and 12.50pm time are late and recorded as L with the time they arrive and the reason for lateness recorded, after 9.00am/12.50pm they are recorded as U, late after registers. If pupils arrive after 9.00am/12.50pm all pupils must be signed in through Reception and not let in through the door/gate by staff.
- Netherton Park Nursery School follows "first day calling" procedures contacting parents/carers who have failed to inform the office of any absence. If a parent/carer fails to respond to contact from the Nursery School regarding a reason for absence, the Nursery School will then telephone all contacts held on the emergency contact record requesting urgent call back.
- In instances where no contact is received from a parent/carer of an absent pupil, the Headteacher/DSL will be informed, and a decision taken as to whether a safe and well visit is needed. It may then be felt necessary to contact Children's Social Care if no contact is made.
- Parents/Carers are expected, as much as possible, to arrange medical appointments for their child outside school hours, however we understand there are instances where this is unavoidable, e.g. hospital appointments.
- The Nursery School will only authorise one day for each religious observance. This must be agreed in advance with the Headteacher after completing a blue Leave Request from in advance of the date requested.
- At all times the Nursery School aims to work in partnership with our families and encourage them to share any worries or concerns they or their children may have. These may be linked

either to home or Nursery School and both parents and staff need to be aware of and share any issues.

- At the start of each half term the Headteacher monitors attendance and generates reports for the previous half term. Any pupil whose attendance falls below 95% or is arriving late on a regular basis is passed onto our Safeguarding and Pastoral Lead. A meeting is then arranged to discuss attendance with the parents/carers and look at ways the Nursery School can offer support to the family.
- The Headteacher makes termly reports to Governors on Nursery School attendance. This is also broken down into vulnerable groups, discussions take place regarding support and interventions in place to support individuals and groups, where needed.
- The half termly attendance for the whole Nursery School as well as for groups will be shared with parents/carers on the Headteacher Newsletter.

Registers

It is a statutory requirement that registers of attendance are kept for all pupils accessing the Nursery School.

Staff will complete the register on ARBOR before 8.50am/12.40pm.

Registers must be completed accurately and all reasons for absence clearly indicated according to the guidelines.

Registers must be marked at the beginning of every morning session and afternoon session.

A laminated fire register MUST also be completed for every session and updated throughout the session if any pupil arrives or leaves.

For any pupil arriving after 8.50am/12.40pm they will be signed in at main Reception by their parent/carer and a reason recorded. Lateness will be recorded on ARBOR by the Safeguarding and Pastoral Lead.

Early/Late collections (See Un-collected child Policy)

- If children are not collected on time at the end of the session, staff will attempt to make contact, first with parents/carers, then with those listed as persons who may assume responsibility, as listed on the pupil's Admission Form.
- Parents/carers are expected to provide updated emergency contact numbers, home address and names, addresses and telephone numbers of responsible adults to be contacted in the

event of an emergency.

- It can be very upsetting for a child to be the only one left at the end of session, therefore we encourage all parents/carers to collect on time.
- A record of late collections will be kept by key workers of the dates, times and reasons why a child is collected late. The person collecting will also sign the late collections register at Reception stating a reason for being late.
- The Headteacher will monitor late collections and if parents/carers are regularly collecting their child late then a charge of £10 is made each occasion in line with the Nursery School Charging Policy.
- If a child is collected early the parent/carer will sign them out at Reception.

Punctuality

It is important that children arrive at school on time. Lateness causes disruption to the other children and makes for an unsettled start to the day for the child. All late pupils will come to main Reception by their parents/carers who will sign their child in and record the time and state a reason for arriving late. The register will be completed by the Safeguarding and Pastoral Lead, the time and reason for lateness will be recorded onto ARBOR.

Moving Schools

- If a pupil is moving to another setting/school parents/carers must inform Netherton Park Nursery School staff as soon as possible, so that we can take them off our register and notify the Local Authority.
- Parents/carers need to complete a request to leave Netherton Park form with the following information:
- The date the pupil will be leaving this school and starting the next school;
- The name and address of the new school/setting and if appropriate the new home address;
- A DSL will then follow this up and add information and a copy of the form to CPOMS
- This is essential to support the smooth transition of all pupils between settings, and their well-being at this time of change.

Holidays/Other leave during term time

In the statutory document 'Working together to improve school attendance' (July 2026) it clearly states that no holiday can be authorised and the previous 'H' code has now been removed. As a Maintained Nursery School with all our children being under the compulsory school age, we are fully aware that that large majority of our families will still choose to take their children out of Nursery during their

time with us for a family holiday. Therefore, the SLT and Governing Body have made the decision that the Headteacher can still authorise up to a maximum of 10 school days in each school year for holiday that is requested **in advance** from parents who complete a Leave Request form. If a pupil's attendance is generally good and they are usually punctual then this may be granted. This form needs to be agreed and signed by the Headteacher. Any time taken beyond 10 days will be taken as unauthorised leave.

Extended leave

If a family request extended leave a Leave Request form must be completed **in advance** and an expected return date must be given. The pupil's place can only be held for 10 school days. This needs to be agreed and signed by the Headteacher for these 10 days to be authorised leave. If the child does not return after the agreed date, the Pastoral and Safeguarding Lead will follow up by contacting the parents/carers by phone. This is then followed up with a letter sent to the pupil's home address if the child does not return. Any leave taken after 10 days would be unauthorised leave. At the discretion of the Headteacher the place can be withdrawn and offered to the next child on the waiting list.

See Appendix 2 for a Leave Request form

Additional Needs and Equality

With regards to all procedures outlined within this policy we ensure that, where needed specific and individual support or dispensation may be needed. These will be handled on a case by case basis and agreed by the Headteacher/SENDCo.

Appendix 1

Is my child well enough to be in Nursery School?

Introduction

Many parents are unsure whether to send their child into Nursery if they do not seem to be feeling entirely well. Generally, if you are unsure, then we would advise bringing your child into Nursery and letting us know to keep a special eye on them. Staff are very good at spotting when a child does not seem right, and we can call you and ask you to collect them.

The guide below is based on Public Health Agency guidance for parents on when a child should or should not be in Nursery and we hope that it will provide some additional Information and reassurance for you.

Fine to be in Nursery

Cold Sores - Your child does not need to be off Nursery. Encourage them not to touch the blister or kiss anyone while they have the cold sore.

Conjunctivitis - Your child does not need to be off Nursery. Do get advice from your pharmacist. Encourage the child not to rub their eyes and to wash their hands regularly.

Coughs and Colds - It is fine to send your child into Nursery if they have a mild cough or cold. Encourage your child to throw away any used tissues and to wash their hands regularly.

Hand, Foot and Mouth Disease - Please get this confirmed by a GP. If your child has this but seems well enough to be in Nursery then there Is no reason to keep them off. Encourage your child to throw away any used tissues and to wash their hands regularly.

Head Lice - There is no need for your child to miss Nursery if they have head lice and their hair has been treated. Please also inform their Key Worker (this Is very common at nursery age so don't be embarrassed).

Ringworm - If your child has ringworm then it is fine for them to go to Nursery **once** they have started treatment. You are advised to consult with your GP.

Slapped Cheek Syndrome - You don't need to keep your child at home syndrome because once the rash appears they are no longer infectious. If you suspect your child has this you should take them to the GP and let the Nursery know if diagnosis is confirmed.

Threadworms - You don't need to keep your child at home. Treatment is recommended for your child and household contacts.

Tonsillitis - You don't need to keep your child at home if they have tonsillitis. Most cases are due to viruses and do not need an antibiotic.

Slapped Cheek Syndrome - You don't need to keep your child at home if they have slapped cheek syndrome because once the rash appears they are no longer infectious. If you suspect your child has this you should take them to the GP and let the school know if diagnosis is confirmed.

Sore Throat - You can send your child to school if they have a sore throat but see advice below if they also have a fever.

Threadworms - You don't need to keep your child at home if they have threadworms. Speak to your local pharmacist who can advise on treatment.

Better to be at home

Chickenpox - If your child has chickenpox then keep them off school until the spots are all crusted over, which is usually for about five days.

Ear Infection - If you child has an ear Infection and a fever or severe earache then keep them at home until the fever goes away and they are feeling better.

Fever - keep your child at home if they have a fever until this goes away.

Impetigo - If you child has Impetigo then they will need antibiotic treatment from their GP. Keep them off until all the sores have crusted over and healed or for 48 hours after starting antibiotics. Encourage your child to wash their hands regularly and not to share towels, cups and so on with other children at school. **Scarlet Fever** - Your child will need antibiotics from the GP if they have scarlet fever. Once treatment has started they can return to school after 24 hours.

Vomiting and Diarrhoea - Keep your child off school for 48 hours after this has stopped.

Appendix 2

Netherton Park Nursery School Leave during Term Time Request	
Child's name:	**Key Worker:**
Dates of absence: **From:** **To:**	**Date to return to Nursery:** **Number of days off Nursery**
Reason for the request:	
Parent/Carer signature:	**Date:**

(To be completed by the Headteacher)	
Date form received:	**Current attendance:** **% (our expectation is 95%)** **Number of late marks:**

Dear parent/carer,

Thank you for the request for leave

This leave has been **authorised**.

_____ days from _____ until _____.

Dear parent/carer,

Thank you for the request for leave

The leave has **not been authorised** and therefore if you choose to take your child out of Nursery for this period it will be marked on the register as Unauthorised.

_____ days from _____ until _____.

The reasons for this are:

If your child does not return to Nursery on _____then the place cannot be guaranteed.

Headteacher signature:	**Date:**	
Input onto INTEGRIS by:	**Date:**	**Code:**

Appendix 3

Codes to be used for recording attendance on ARBOR (If unsure check with AW/JA)			
Code		**Authorised/ Unauthorised**	**Examples/Expectations**
*	**Not yet marked**		
/	**Present**		If a child leaves mid session parents MUST sign the child out - Oak at Reception, Acorn at the back gate. All children MUST also be marked in/out on the laminated Fire Register - this is especially important for a child arriving or leaving mid session
C	**Other Authorised Circumstances**	Authorised	Out for the whole session - this **MUST** be agreed by the **Headteacher** as these are exceptional circumstances Parents have told us in **advance** and have completed a Leave request form which has been agreed and signed by the Headteacher. This will be for a **maximum of 10 days** after 10 days it is a **G**
G	**Family Holiday**	Unauthorised	Parents have not completed a Leave request form in advance of taking the holiday OR They have exceeded 10 days holiday in a school year OR The pupil has not returned after the 10 days agreed holiday period and there is no child on the waiting list to take up the place
I	**Illness (NOT medical, hospital or dental etc)**	Authorised	Out for the whole session and parents have let us know they are unwell. The reason must be recorded in the notes section
L	**Late (before register is closed)**		Before 9.00am for the morning and 12.50pm for the afternoon. Added by staff in room. The reason for lateness must be recorded in the notes section. Children MUST be added to the laminated Fire Register
U	**Late (after register is closed)**	Unauthorised	After 9.00am for the morning and 12.50pm for the afternoon. Added by the Safeguarding and Pastoral Lead. The time must be recoded and a reason for being late. Parents sign children in. Children MUST be added to the laminated Fire Register. First day calling will take place by JA for any child who has not arrived by 9.15am/1.15pm and no communication received from parents

M	**Medical/Dental appointments** **Included SALT**	Authorised	Out for the whole session (If they arrive mid session it would be a **U** and state the reason for lateness in the notes). They must be added to the laminated Fire Register when they arrive
N	**No reason provided yet**	Unauthorised	JA to call daily, if no explanation is given by parents, then this MUST be changed to **O.** If a reason is given change to the correct code and add information into comments box **N MUST NOT BE left showing on an attendance record indefinitely and an alternative code MUST be added**
O	**Absent from school without authorisation**	Unauthorised	Out for the whole session. Eg shopping, birthday, hair cut, 'special treat' couldn't get up, didn't want to come today, sibling INSET day
R	**Religious observance**	Authorised	Out for the whole session. Parent must complete Leave request form in advance and it must be agreed by the **Headteacher**. Maximum of 1 day
V	**Educational visit**		For visits off site eg Sycamore Adventure
X	**Non-compulsory school age absence**		For part time children (the sessions they are not expected to attend eg the pm for an am child)
Y3	**Unable to attend (part of the school closed)**		Part of the school premises is unavoidably out of use and pupils cannot be accommodated in parts of the premises that remain in use
Y4	**Unable to attend (whole school closed)**		Whole school closed when school was due to meet for a session, but session has been cancelled
Y6	**Absent in accordance with public health guidance or law**		Travel to or attendance at school would be contrary/ prohibited by guidance/law relating to incidence or transmission of infection or disease
Y7	**Unable to attend - any other unavoidable cause**		Unable to attend because of any other unavoidable cause (Where schools use code Y7, they must also record the nature of the unavoidable cause)
Z	**Pupil not on admission register**		Child on register but hasn't started yet. If they are due to start and don't turn up code needs to be **N** until a reason is given
#	**Planned whole school closure**		Planned whole school closure - no session to take place

Appendix 4 Working together to improve school attendance (July 2026)

"**Code X: Non-compulsory school age pupil not required to attend school**

339. Schools maintained by a local authority and special schools not maintained by a local authority can grant a leave of absence, under regulation 11(7) or (8) for a pupil not of compulsory school age to attend school part-time.

340. Schools that are not required to follow regulation 11, must still use this code to record when a pupil is absent with leave because their timetable does not require them to attend.

341. Where the pupil is absent when timetabled to attend the school, the absence must be recorded using the appropriate absence code not code X.

342. This code is classified for statistical purposes as not a possible attendance.

Under compulsory school age

343. In cases where a parent wishes their child to begin school on a part-time basis in line with the school admissions code, schools maintained by a local authority and special schools not maintained by a local authority may give leave of absence for sessions the pupil is not expected to attend. This must be agreed between the school and the parent they normally live with and must end at the point at which the pupil reaches compulsory school age. The times and dates when the pupil is expected to attend the school must be agreed by the school and the parent with whom the pupil normally lives with."