Alumwell Nursery and Rowley View Nursery Schools Federation

Attendance and Children Absent from Education Policy

Our vision is to develop happy, confident and secure learners in a safe and stimulating environment where all children thrive through working in partnership with parents and our local community

Rowley View Nursery School

Attendance and Children Absent from Education Policy

At Rowley View Nursery School, we believe that all pupils benefit from regular school attendance. We will do all we can to encourage parents/carers to ensure that the children in their care have maximum possible attendance and that any problems that prevent full attendance are identified and acted upon promptly.

Rowley View Nursery School follows the statutory guidance for maintained nursery schools as outlined in the Department for Education's paper 'Working Together to Improve School Attendance'.

School will monitor and review attendance of all pupils and will regularly update parents on their child's attendance. If there are concerns about the level of attendance or punctuality, we will work with parents and carers to offer support to help increase attendance.

When a pupil's attendance falls below the expected 90% target, a letter will be sent out to parents to highlight attendance concerns.

We expect that all pupils will:

- Attend school regularly

We expect al children to attend our School every day, unless there is a valid reason for absence or due to an illness

- Attend school punctually

It is essential that your child comes to school on time. Late arrivals lead to children missing out on important key learning and PHSE opportunities. Prompt collection is also crucial to ensure your child leaves at the same time as his/her peers. Please let us know if you have difficulties with this.

We expect that all parents/carers who have day-to-day responsibility for the children will:

- Encourage regular school attendance.
- Contact school on the first day of a child's absence. A child's absence will be recorded as unauthorised if no satisfactory explanation is given for the absence or if the school considers the information received from a parent is not an acceptable reason for absence.

We expect that school staff will:

- Keep regular and accurate records of attendance for all pupils
- Monitor every pupil's attendance
- Encourage good attendance
- Provide a welcoming atmosphere for children
- PSA will support Parents/Carers under the Equality Act 2010

At Rowley View Nursery School, the attendance officer is Alex Bowater supported by Nikky Gregory.

The following procedure applies in dealing with individual absences:

1. Illness and any other legitimate reason; if a child is not well enough to attend school, the parent/carer should contact the school on the first day and state the reason for absence.

2. First day phone call if a child is absent and the school has not been notified will be made as soon as registers close at 9.15am, prioritising our most vulnerable first. Parents will be reminded of their responsibility to inform the school. If the parent is not contactable then a message is left on their phone. We will contact the second person on the administration information. Following up with a text message.

3. As part of our safeguarding policy, good practice and professional curiosity we will ask to speak to the child during their absence.

4. If the parent does not contact the school on the second day, then another phone call is made to the parent. If still no contact, the head teacher is informed and we may follow up with a doorstop visit if unable to speak to a parent and child.

5. If a child has safeguarding concerns and is absent from school, the designated safeguarding lead is informed straight away and MASH maybe contacted or allocated social worker.

6. In the event of children who have been absent from education, Children's Services would be notified. Whilst school attendance for nursery is not compulsory every effort will be made to identify the reason for a child's absence in education

7. Lateness- children must attend on time. Parents are expected to ensure that children are present at registration, if not the attendance officer will fill in the late registration folder.

The school holiday dates are published a year in advance and we strongly advise parents/carers to book their family holidays during the school holidays.

If a family holiday during term time is unavoidable, a school holiday form needs to be completed for our records. This is expected 10 days prior to the holiday. The form will contain date of visit, reason for leave, duration of visit, contact information and date of return.

The holiday should not exceed four weeks unless exceptional circumstances and is authorised by the Headteacher Armela Patel.

'Keeping Children Safe in Education' September 2025 requires schools who have children missing in education to notify Children's Services and offer Early Help.

We encourage regular attendance in the following ways:

- by providing a caring and welcoming learning environment
- by responding promptly to a child's or parent's concerns about the school or other pupils
- by making registers accurately and punctually during morning and afternoon registration
- by celebrating good and improved attendance

- by monitoring pupils, inform parents/carers in writing of irregular attendance, arranging meetings with them if necessary and referring the family to the Parent Support Advisor if the irregular attendance continues. Group leader or office staff will note down the reason given on the paper register. Office staff records this on our school software.

In exceptional circumstances, non-attendance for long periods of time with no valid reason could result in off-rolling due to new children waiting to join the school. Parents will always be contacted to make them aware of this decision to give them the opportunity to resume regular attendance.

This will be followed up with a letter giving time frames for off-rolling if no contact has been made with school.

If your child leaves our nursery midyear, a record is kept of dates, times and destination as part of Keeping Children Safe in Education; their school record will be transferred to the new school with immediate effect.

Reviewed June 2026

Chair of Governor_____

Date_____