



Attendance Policy

Brunel Nursery School's mission statement

We aim to deliver a positive learning experience in a safe and respectful environment. We strive to teach an inspiring and inclusive curriculum that promotes a love of learning. We want our children to be cheerful and independent individuals who reach their potential and are proud of their achievements. We hope to develop confident, caring citizens who are well prepared to live happy and rewarding lives.

Our motto: Learning Together

Policy Reviewed	
Date	By Whom
21.03.2025	Governors of the Achievement Committee
Date for next review: March 2027	

At Brunel Nursery School 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 school. We recognise that attending nursery regularly has a positive impact on learning and progress and therefore the best life chances for children. When children are absent from nursery school, they can find it difficult to settle, to become involved and form social relationships.

At a young age, continuity and consistency are important contributors to a child's wellbeing and progress. Regular and punctual attendance is paramount so that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late, and children who arrive late can sometimes disrupt the routine of the classroom and the work/progress of others.

Regular attendance and punctuality help to instil good habits for the future and promote the development of a positive attitude towards school.

Aims

- To create a culture where good attendance is expected and valued
- To value the individual and be socially and educationally inclusive
- To be consistent in the implementation of our policy and procedures
- To promote safeguarding and welfare

Principles

Our Attendance Policy is based on the following principles: -

- All of our children have the right to access education, and to achieve their maximum potential.
- Good attendance will be best secured when all partners have clearly understood roles and responsibilities.
- All partners need to work together actively to promote and support the fundamental importance of good attendance.
- The parents/carers should be involved as key partners in securing regular school attendance.
- Early identification, communication and action on attendance problems are critical in achieving successful outcomes.

Roles and responsibilities

We encourage good attendance for all children by offering an environment in which they feel welcome, valued and part of the nursery school community. Strategies for promoting regular attendance and punctuality include:

- Staff constantly work to create an environment in which children and parents feel welcome, thus promoting regular attendance.
- The importance of regular attendance and punctuality is explained to parents at the induction meeting with the Headteacher.
- Information is provided in the nursery brochure.
- Discussion with child's Key Person, informally and during Parent Consultations
- The times and procedures for registration are made clear to parents and staff and these are followed consistently. Sessions start at 8.30am and 12.00noon.

- Staff actively discourage lateness and registers close at 8.45am and at 12.15pm
- Staff will differentiate in the registers between absence for medical reasons, holidays, authorised absences, unauthorised absences and children who have arrived late.
- Staff note all absences, by using the appropriate symbol in the register.
- Daily phone calls are made by the Pupil and Family Wellbeing Lead to ascertain reasons for absence in line with safeguarding procedures.

Parents/Carers

Parents are responsible for ensuring that their children have access to early education and to ensuring that their children attend regularly and punctually. Parents should:

- Ensure that their children arrive at nursery on time, properly dressed and ready to learn
- Work with the nursery to resolve issues which may lead to non-attendance
- Notify the nursery by telephone if their child is absent
- Try to avoid medical or dental appointments during school hours
- Try to avoid taking holidays during term time

Any problems with regular attendance are best sorted out between the nursery school, the parents and the child. Children could sometimes be reluctant to attend nursery school. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse. Cooperation between home and school is the best way to support children's wellbeing needs. Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together.

Procedures

Children should be at nursery, on time, every day that the school is open, unless the reason for the absence is unavoidable.

Parents are expected to inform school of an absence by 8.45am (mornings) or 12.15pm (afternoons). Where parents do not notify nursery of an absence, the Pupil and Family Wellbeing Lead will contact parents to ascertain the reason for the absence. If the child is known to Children's Services, this service will be informed in cases of unauthorised absence.

Parents of children whose attendance is inconsistent and generally poor will be contacted by the Pupil and Family Wellbeing Lead and future attendance monitored. If there is cause for concern, the health visiting service and/or multi-agency team may be contacted to ascertain if family support may be needed. In more urgent cases, Children's Services may be contacted.

Although attendance at nursery is not statutory, authorised absence is only normally granted for emergency situations and medical appointments. All planned absences in term-time must be requested using the federation's Leave of Absence Holiday Request Form, available from the St. Matthew's school office. Holidays will be marked as such in the attendance register. Prolonged absence without explanation may result in referral to Blackburn with Darwen Borough Council and the nursery place being re-allocated. Poor attendance and punctuality information may be passed on to the child's next school as this can be a safeguarding concern.

Julian Rogers
Headteacher