



# MARTENSCROFT

## NURSERY SCHOOL & CHILDREN'S CENTRES

### Attendance Policy:

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## Martenscroft Nursery pupil attendance policy

Regular attendance plays a vital role in supporting children's educational achievement, well-being and in keeping children safe. Having in place regular routines for young children supports their sense of security and belonging. Good attendance and punctuality means that children access sequential learning opportunities, this prevents gaps developing. Attending nursery helps children establish routines of going to school regularly and being on time, which can help them make a smooth and positive transition to reception class.

This policy sets out the procedures in place to promote and monitor attendance within Martenscroft Nursery and the steps that will be followed if a child is absent from the setting. It also explains the importance and benefits of regular attendance.

### Our Aims:

- To create a culture where good attendance and punctuality is valued by all.
- To value the individual and be socially and educationally inclusive.
- To be consistent in the implementation of our policy and procedures for recording and monitoring attendance.
- Work effectively with parents, children, and partners through building trusted relationships to work together to remove barriers to attendance.

### To promote good attendance at Martenscroft we will:

- Convey clearly to parents and children that regular attendance and punctuality is essential and is in the child's best interest and that unexplained absence will be investigated.
- Keep records of attendance which provide accurate information on attendance and lateness to enable monitoring and evaluation so that emerging patterns are addressed.
- Build on existing good practice that promotes a positive attitude to good attendance by quickly responding to children's absence.
- Target attendance and lateness where there has been an issue and aim to set in place strategies and techniques to support and ensure improvement.

### Working with parents:

We will make our policy on attendance clear to parents and children through sharing information and expectations prior to admission.

The Head teacher, senior leadership team and staff will work with parents to address specific aspects of attendance or punctuality.

### Recognising the factors affecting attendance

Whilst attendance at nursery is not statutory, authorised absence is only normally granted in the following circumstances:

- Illness of the child
- Health Services Appointments
- Religious observance
- Emergency circumstances

Where these circumstances arise parents should inform the nurse on the first day of absence or prior to the first day of absence.

### Monitoring attendance and punctuality

Records of children's attendance are accurately kept and regularly monitored to ensure that we can identify any potential problems and look for patterns.

All staff are aware that children who are missing might be at risk of abuse or neglect, and appropriate action is taken when children stop attending.

### Procedures in place to record, monitor and follow up non-attendance.

#### Daily Registration

Registration will be completed at the start of each session within 10 minutes of the start time. Once all children are registered, the number of children present for each session will be recorded on the whiteboards in each room.

Children attendance or non-attendance will be recorded along with any lateness on our registration system (SIMs).

## Nonattendance

If a child is absent and we are informed of their reason for absence this will be recorded on the system.

If a child is absent without an explanation a telephone call will be made to the parents to establish the reason for the absence.

If no contact is made, then the following process will be followed.

- A telephone call to parent's carers work or training provider will be made.
- An email to parents will be sent.
- Calls to other emergency contacts, including other family members listed as emergency contacts, will be made to try to establish why the child is absent.
- Calls to the siblings' schools, nurseries or childminders will be made to establish if they or the sibling can confirm the child's whereabouts.
- If contact cannot be made a home visit may be carried out and a contact post card will be posted through the door.

If following this no contact is made, and there is cause for concern that the child whereabouts remains unknown, the health visiting service, your child's GP and Children and Families social services may be contacted to ascertain if family support may be needed. In more urgent cases, the Police may be contacted to carry out safe and well checks.

If the child's family is open to our safeguarding team, and contact has not been made by 10:30 on the first day of absence the social worker will be notified and a home visit may be conducted.

## Continued unauthorised absence

If your child has an unauthorised absence for more than 2 consecutive weeks your child may lose their place at nursery and their place offered to a child on the waiting list. You will be informed of this by telephone and a follow up email.

## Monitoring, evaluation and use of attendance and punctuality data

Children's attendance patterns will be monitored and reviewed regularly. Concerns which arise through the settings monitoring activities will be discussed with the parent or carer.

Absence will also be monitored for the health and well-being of children, for example so that we are aware of outbreaks of illness which need to be investigated, or to warn parents of infections.

## Appendix 1

### Attendance Monitoring Procedures

**Step 1:** A member of the administrative team will contact the child's parent or carer to determine the reason for the absence and follow the procedures outlined above for non attendance. This information will be recorded in SIMS.

**Step 2:** Any child on the attendance monitoring list (children with attendance of 95% or children on our safeguarding list) will be reported to the senior leadership team by:

- **10:30 AM** for morning absences
- **1:30 PM** for afternoon absences

**Step 3:** If a child's attendance falls below **95%**, their key worker will be informed to discuss the reasons for the low attendance with the family.

**Step 4:** If a child's attendance falls below **90%**, the senior leadership team member responsible for the child's room will be notified and a meeting will be held with parents or carers.

**Step 5:** If a child's attendance drops below **88%**, Kathryn Dunn (Deputy Headteacher / Attendance Lead) will arrange a meeting with the parents to develop a strategy for improving attendance.

**Step 6:** If attendance does not improve after Steps 1–5, a meeting will be held with the Headteacher to discuss the child's place at the school or determine whether a referral to a support service is necessary.

#### **Safeguarding Exception:**

If at any stage (Steps 1–4) it is suspected that attendance issues are linked to safeguarding concerns and the child is not already part of the school's safeguarding procedures, Step 5 will be implemented immediately without following prior steps.