

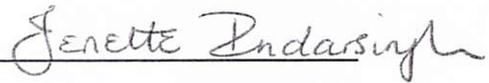


Thornton Heath Nursery School

Attendance Policy

Signed:

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Chair of Governors

Date: 27.02.26

Head of Nursery

Date: 27.02.26

Thornton Heath Nursery School Attendance Policy

1. Introduction

1.1 At Thornton Heath Nursery School, we appreciate and value the decision parents and carers have made to begin their child's educational journey with us. We recognise this important step as the foundation for lifelong learning and development.

We believe that good attendance is essential for every child's personal growth, learning, and achievement. While children at Thornton Heath Nursery School are of non-statutory school age, we are committed to ensuring that all children on roll attend regularly. This helps secure the best possible start to their education and supports them in reaching their full potential during their time with us.

This policy outlines our approach to promoting consistent attendance and punctuality, so that every child can fully benefit from the rich and nurturing early years education we provide.

2. Rationale

2.1 At our nursery we are committed to:

- a) Valuing and rewarding high attendance rates
- b) Good practice, which encourages children to take a pride in their attendance and punctuality rates
- c) A partnership with parents to ensure understanding, support and co-operation about high attendance rates
- d) Encouraging children to take full advantage of their educational opportunities by attending regularly
- e) Working in partnership with parents to address difficulties and recognise external factors which influence pupil attendance
- f) Identifying patterns of non-attendance at an early stage and working to resolve personal/social difficulties
- g) Following efficiently Thornton Heath Nursery School's systems for accurate recording and monitoring of attendance and punctuality

3. Attendance Expectations

3.1 From pupils:

- a) children will be supported to attend nursery sessions regularly and encouraged to arrive on time to ensure a smooth start. Staff will work with families to understand and address any barriers to attendance
- b) they will arrive on time to ensure a smooth start to their session/day

3.2 From parents:

- a) they encourage their children to attend the nursery on a daily basis
- b) they inform the nursery as soon as possible if their child is absent, stating the reason
- c) they ensure their child is appropriately dressed and prepared for their day of learning

3.3 Pupils and parents can expect the following from the nursery:

- a) regular, efficient and accurate recording of attendance and time keeping
- b) contact from the school when a child's absence has not been reported to the school. On each day of absence, a text/call/email is expected and the reason(s) for the absence together with any supportive documentation where relevant
- c) early contact with parents when a child fails to attend without good reason or where there is a pattern of absences or an excessive number of absences or lateness
- d) immediate action on any problem notified to us, in confidence if necessary
- e) a high quality education
- f) a named member of staff responsible for attendance and punctuality
- g) referral to our attendance lead if attendance falls below 90%

4. Procedures

4.1 Punctuality - At Thornton Heath Nursery School, punctuality is essential to ensure a smooth start to each session and to maximise learning opportunities for every child. The register closes 15 minutes after the official start time of each session (08:45 for the morning session, 12:45 for the afternoon session, and 09:35 for the full-time session starting at 09:30). Children arriving after the register has closed will be marked as late.

We communicate these expectations clearly to parents and carers at the point of admission and regularly remind them of the importance of timely arrival through newsletters, parent meetings, and the nursery's attendance policy, which is available on our website. Parents are encouraged to contact the nursery promptly if they anticipate any difficulties with arrival times so that we can offer support where possible.

A general rule which will ensure that your child is always on time throughout their time with us is to be in school from:

- a) 08.30am (part time morning session)
- b) 12.30pm (part time afternoon session)
- c) 08.30am (full time session with additional hour)
- d) 09.30am (full-time session without additional hour)

The nursery school doors close at 08.45am and 12.45pm.

4.2 If a pupil is absent, parents and carers must inform the nursery on the first day of absence and on each day of absence until they return so that the absence is not recorded as "unauthorised." Parents are encouraged to inform the nursery by telephone using Option 1 to leave a message or an email

4.3 If we do not receive a message on any day of the absence a text is sent to the child's parent/carer to ask why the child is absent. If no response is received a phone call is made to the parent/carer. If necessary all contact numbers are phoned in our attempt to ensure the child is safe.

4.4 If no response is received following these actions, we may make a decision to visit the family home. If we have previous concerns about a child's welfare e.g., the child is on the child protection register or we believe could be in danger, we notify police or Social Care and/or the police at the end of the first day of absence

4.5 We clearly communicate our expectations about attendance and punctuality to all members of our nursery's community. We seek to address any emerging concerns in this respect at the earliest possible stage and work proactively to ensure that minor problems are addressed and not allowed to escalate or become entrenched

5. Registration procedures

5.1 The nursery is required to take an attendance register at the beginning of each session and this shows whether the child is present, reason for absence if not in attendance and arrival time if they have arrived late.

5.2 At Thornton Heath Nursery School, a member of staff from each room takes responsibility of registering each child as they arrive for their session. This is completed on a paper based register which is then transferred on to an electronic register by the office manager who will then action a text to parents when a child is absent and no notification has been received.

5.3 Registers are taken to the school office 15 minutes after the start of the session:

1. Arrival time 08.30am register closes at 08.45am
2. Arrival time 12.30pm register closes at 12.45pm
3. Arrival time 09.30am register closes at 9.35am

Any child arriving after these times is marked as late with the number of minutes late recorded.

6. Promoting Good Attendance

The nursery will maintain records of attendance trends, including reasons for absence and punctuality, and use this data to inform targeted support and interventions. Attendance data will be shared regularly with staff and governors to ensure ongoing oversight.

- a) Complete registers at the beginning of each session
- b) Keep a record of those who arrive late
- c) Keep a record of parents and carers who have informed the school of their child's absence
- d) Keep a record of parents and carers whom we have texted, telephoned or left an answer on an answering machine
- e) Record absences of vulnerable children (SEND/EYPP/supported through social care) on the nursery's CPOMS (Child Protection Online Monitoring System)
- f) Ensure registers are completed accurately
- g) Weekly monitoring of attendance and punctuality is carried out by the office manager
- h) Hold informal conversations between keyworkers and parents to express concern and offer support and advice
- i) The Head of Nursery is notified if regular absences persist and parents are then invited to attend a meeting to identify whether support is needed for a particular problem
- j) Look at what alternative measures can be put in place to support parents and carers including offering additional sessions, condensed days (short term solution and only if practicable), a change in regular attendance pattern (if available and only if ratios can be maintained)
- k) Positive attendance and good punctuality is celebrated through half termly and termly certificates
- l) Where a child has not attended for a sustained period of approximately 4 weeks, and no contact has been made to account for the absence, the place will be withdrawn
- m) If a child's attendance does not improve despite support being put in place the nursery has the right to withdraw the child's place. This will be decided on an individual basis with reasons for absence carefully considered. Thornton Heath Nursery School is an oversubscribed nursery with a waiting list for spaces.

7. Exceptional leave

- 7.1 It is important that parents inform the nursery of planned absences using the nursery exceptional leave form which is signed off by the Head of Nursery prior to planned leave dates. Whilst all absences are authorised for children under statutory school age, the nursery recognises the importance of regular attendance for children's development and encourages families to minimise absence where possible. Parents and carers are encouraged to add photographs to Tapestry whilst they are away so that keyworkers can talk to children about their holiday on their return.

8. Roles and responsibilities

- 8.1 Within Thornton Heath Nursery School everybody is responsible for improving attendance. Jenette Indarsingh, Head of Nursery, has overall responsibility for the strategic approach to attendance in school.