



Broomhall Nursery School

Attendance and Absence Management Policy

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Next Review Date: October 2026

At Broomhall Nursery School, we believe that children who attend nursery regularly, arrive and are collected on time are more secure and better able to engage with the learning environment. The nursery views good attendance and punctuality as vitally important for the learning and well-being of children.

Aims

- To work in cooperation with families to ensure that children attend nursery regularly and punctually
- To provide a safe, comforting routine conducive to the children's learning and peace of mind
- To monitor and track children's attendance at nursery.
- To ensure clear procedures are in place for following up on absences.

Responsibilities of Governors

- To agree this policy and review it on a regular basis
- To monitor and support the implementation of this policy
- To monitor attendance rates termly
- To monitor strategies for encouraging good attendance

Responsibilities of Head

- To ensure that staff are aware of this policy and implement it consistently
- To ensure that families are aware of their roles and responsibilities regarding attendance
- To monitor attendance and punctuality termly
- To speak informally to families if a child's attendance is below the expected level of 90% or if poor punctuality seems to be having a significant effect upon the child's education.
- To write to families if attendance remains low or punctuality does not improve, after informal conversation
- To inform Children's Social Care if poor attendance or punctuality indicates that the child's welfare could be in jeopardy

- To discuss withdrawing the child's place in extreme circumstances--but not if this could further endanger the welfare of the child
- To ensure strategies for encouraging good attendance are implemented

Responsibilities of Staff

- To be familiar with and follow this policy at all times
- To monitor the attendance and punctuality of their key children and ensure a reason is obtained every time a child is absent from nursery
- To inform the Head if they have concerns about a child's attendance or punctuality
- To be aware that poor attendance and/or punctuality could be a safeguarding issue and to respond in accordance with the nursery's Safeguarding & Child Protection Policy
- To ensure that registers are accurately completed with late marks and reason codes for every absence using Arbor.
- To record the time a child arrives if more than 15 minutes later than expected
- To provide positive messages to families about the importance of punctuality and good attendance

Responsibilities of Families

- To ensure that children are brought and collected by a responsible adult, over the age of 16
- To ensure that their child attends every session unless they are unwell
- To bring and collect their children promptly
- To bring children into the nursery classroom and ensure a member of staff is aware of their arrival
- To inform the nursery by telephone on the first day if a child is absent because of illness and again at regular intervals if the illness is prolonged
- Where possible, to inform the nursery in advance if their child is going to be absent and to give the reason for the absence--this can be done by telephone, email or letter
- To inform nursery about holidays during term time
- To ensure that the nursery is informed every time someone different will be collecting their child and that person has a password
- To demonstrate an understanding of the importance of regular and prompt attendance in promoting their child's learning

Guidelines and procedures

- There will be a clear procedure in place for monitoring and the subsequent follow up of any absences.
- Families are requested to contact the nursery via, telephone, email or in person if their child will not be attending nursery for any reason e.g. illness, holiday, medical appointment, etc.

- On receipt of this information clerical staff will record this giving details of name, date, time of call, reason for absence and anticipated period of absence. This will be passed onto the child's room where it is attached and reasons recorded on the weekly register.
- The Room Lead will inform the clerical staff if a child is absent and they haven't received a reason.
- Clerical staff will attempt to contact families by phone to find out the reason for absence and to remind families of the importance of notifying staff about absences and of the importance of regular attendance
- All registers are taken and stored on Arbor. Absences and lateness are marked on the system so that any patterns of absence can be noted or action taken on prolonged absence.
- If absences of children have a common theme e.g. same infection/complaint, notices will be put out to all families to alert them to a possible problem. Any steps required will be taken to contact the health Protection Agency a.) to alert them to a problem and b.) to seek their advice regarding any procedures that we will need to follow.
- In the event of there being no contact from a family regarding a child absence, the nursery management will contact the family by phone. If the family receive the support of Social Care Services their allocated worker will be contacted to report the non-attendance of the child.
- If there is a failure to contact the family or to receive an explanation from another relevant professional involved, the DSL or the Deputy DSL will follow the procedure of using the practitioner checklist to locate missing pre-school children.
- We appreciate that some families may choose not to engage with or withdraw from early years provision and they have a right to do this. However, we know that persistently not engaging or the sudden withdrawal of children from Nursery without explanation can be a cause for concern. We are most concerned about those children who are vulnerable or at risk and in need of services.
- It is important that every effort is made to contact the family and ascertain the whereabouts and the wellbeing of the child.

Associated Policies

- Safeguarding & Child Protection
- Missing Children

Policy last reviewed: October 2024

This policy is in line with "Children missing from pre-school services: Good Practice Guidance" SCC