



ROTHESAY NURSERY SCHOOL

ATTENDANCE POLICY

February 2026

The governing body of Rothesay Nursery School adopted this policy on 2 February 2026 and it will be reviewed in February 2027.

Introduction

In line with the 1996 Education Act, we expect all children on roll to attend school every day, as long as they are fit and healthy enough to do so. We will endeavour to encourage children to attend, and to put in place appropriate procedures.

We recognise that at their current age, children cannot ensure their regular and punctual attendance at school. Parents are encouraged to take an active role in school life and to share and support their children's learning. It is therefore vital that parents agree to ensuring their child's regular and punctual attendance at the school. This is emphasised from the beginning of a child's journey at Rothesay and is included in the 'Home School Agreement.'

As children receive 15 hours early education, with some children entitled to an additional 15 hours, which is funded by the government it is essential that we support and monitor regular attendance to ensure the best use of public funds.

Aim

Rothesay Nursery School aims to achieve maximum attendance rates and secure high levels of punctuality in order to ensure that all pupils are able to take the fullest advantage of the learning experiences available to them by:

- Establishing clear expectations for attendance and punctuality and having clear lines of escalation where families do not meet our expectations.
- Ensuring persistent absence and lateness is monitored regularly and that parents understand the importance of regular attendance and the lines of notification if their child is unwell.
- Making clear how expectations may differ for children who have special educational needs or diagnosed medical conditions on occasion.
- Maintaining the vital partnership with parents so that good attendance and punctuality is a priority for all.
- Developing positive attitudes towards school for children, so that they want to attend school.
- Being accountable for our school attendance figures, to the Governing Body and the DFE.

Terms and Definitions

For the purpose of the policy the current definitions will be used:

Authorised absence

Authorised absence is any absence where the parents have contacted the school on the day to inform them of the child's absence. This could include for sickness or where a child is unwell, an agreed medical appointment, days out or family holidays that have been agreed in advance.

Unauthorised absence

Unauthorised absence is any absence where the parent has not given a reason for a child's absence, or where the school has reasonable doubt to the explanation given.

Persistent absence

Persistent absence is where a child is absent from school repeated on the same day of the week, or where a child's attendance falls below 75% without a good medical reason for this absence.

Severe absence

Severe absence is where a child is absent from school more than they attend (50% or lower.) This is a significant safeguarding risk and the school will seek advice from the Multi Agency Safeguarding Hub (MASH) when a child's attendance falls into this category. Children who are severely absent may lose their school place.

Absence due to medical need

Where a child is absent due to medical need, this will be authorised absence. Not all of a child's absence, who has a medical need, will be due to their medical need and so the absences will be split to ensure that a true attendance percentage is available for monitoring by the school.

Punctuality

For the purpose of this policy punctuality includes dropping off on time and picking up. The school takes a lack of punctuality as seriously as a lack of attendance.

Promoting Attendance

We want to acknowledge the hard work and commitment of parents, who do support their child to attend above the expectation set by the government-95%.

We aim to promote attendance with all children through regular conversations as well as celebrations of regular attendance, termly and annually. We aim to keep parents informed of what their child is doing in school in order to ensure that parents are aware of what their child is missing if they do not attend. In addition to this attendance will be raised in parent consultations if it has had an impact on a child's learning and it has been a barrier to the child achieving his/her full potential.

We understand that young children in their first educational setting are likely to develop some illnesses whilst with us, especially as their immune systems develop. We also understand that it is not each child's responsibility as to whether they attend school.

We understand that children in our school are of an age whereby they are not yet of statutory school age. Parents are reminded that family holidays should not be taken during term time. Any requests for time off during term time must be made in writing to the Headteacher. (See Appendix 1.)

Punctuality

It is important that classes make a prompt and effective start to the school day. Lateness into school causes disruption to the children's individual learning, as well as causing risk of unsettling their well-being. It can also affect the well-being of the other children in the class.

Alongside this, it is important that children stay for the duration of their session. Leaving early unsettles the child and also the other children in the class. Where this is necessary, it will be dealt with on a case-by-case basis in order to minimize the impact on the child and also the rest of the class group.

Roles and Responsibilities

The Class Teams

The teacher/room leaders are responsible for the recording of daily attendance in their classroom (although they can delegate this to another member of staff.) They must take a morning and afternoon register and record the attendance and absence of every pupil. The attendance registers are marked by 8:45 for the morning session, or by 13:00 for the afternoon session. Registers are legal documents and can be used as evidence in court cases; therefore, registers are to be kept neat, legible and accurate.

Class teams should promote regular attendance by asking parents curious questions and challenging any absences. Parents should be reminded of lost learning opportunities due to absence.

Keyworkers are responsible for raising concerns about attendance/lateness by writing at CPOM notification (CPOMs is a secure online system used by the school to record and monitor any concerns about a child's wellbeing.) This notification should include factual information such as number of days absent/late, whether there are reasons provided for the absence/lateness and whether these reasons are plausible.

The Family Worker

The Family Worker will follow up on Keyworker concerns raised about attendance, meeting with families as appropriate and encouraging improved attendance. This information is shared with the Keyworker. When a family is contacted, then a record of the conversation is kept and all attempts at contact are logged on CPOMs, even when unsuccessful.

The Family Worker will check registers regularly and analyse weekly monitoring of attendance, liaising with the Admin Team to investigate the reasons for absence. All absences without reason, persistent or repetitive absences and persistent lateness that has not been agreed, will be investigated and support will be offered to help families to improve attendance and embed good habits, no matter the age of the child.

Each half term the Family Worker will work in partnership with the Headteacher to carry out attendance reviews. These will include the monitoring of the overall percentage of attendance half-termly. Where attendance falls below 75% a letter will be sent home and an appointment made to put in place plans to support parents to improve children's attendance in school. If appropriate, the Family Worker will complete an Attendance Plan (see Appendix 2.) This attendance plan will be shared with the Keyworker.

The Headteacher

The Headteacher will work in partnership with the Family Worker half-termly to carry out attendance reviews.

Where a family fails to meet the attendance improvement plan and or attendance drops below 50% a letter will be sent to the family indicating that the place at Nursery is at risk. A further attendance review will be carried out with the Family Worker and Headteacher with new steps to support attendance provided. This attendance plan will be shared with the Keyworker and parents. If no improvements are noted, consequences could include removing a child from the school roll or completing a referral to the Multi-Agency Safeguarding Hub (MASH.)

The Admin Team

The Admin Team are responsible for recording reasons for absence, and for calling parents who have not made contact with the school why their child is absent. If the information is not offered, parents are asked why their child is going to be absent and for how long. This information is recorded on the register using the appropriate code. This information is passed onto staff in the relevant classroom.

The Admin Team ensure that any child who arrives late signs or leaves early signs in/out using the electronic system.

The Admin Team ensure that parents fill out holiday request forms or alternatively notify the school of the absence via letter or e-mail.

The Admin Team complete weekly monitoring of attendance, which is passed onto the Family Worker for analysis.

The Admin Team will provide the Family Worker and Headteacher with half termly attendance figures for analysis.

Governing Body

The Governing Body, through the Safeguarding Governor will ensure that the policy is followed and that all staff have a good understanding of the schools procedures, as well as the definitions discussed in this policy. They will ensure that the school monitor staff effectiveness in their role and that they are given the correct training to be able to hold parents to account for their children's attendance needs.

Review of Policy

This policy will be reviewed annually. Any changes made to this policy will be communicated to all members of staff by the Headteacher.

All members of staff directly involved with the attendance are required to familiarise themselves with all processes and procedures outlined as part of this policy, including all relevant Government and Local guidance.

APPENDIX 1

Holiday Request Form

I, _____, parent of _____

wish to apply for absence for my child for the following date(s)

Please note that if a child does not return to Nursery after the dates, this may result in your child losing his/her place. It may also result in referrals to other agencies such as Social Care.

The reason for the absence is as follows:

For Office Use Only

Child's Current Attendance:	Authorised/Unauthorised:
Headteacher's Signature:	Date:

APPENDIX 2

Attendance Plan

Name:		Class:	
Attendance:			
Attending Meeting:			
Meeting Discussion Notes:			
Action:			
To be reviewed:			
SLT Signed:		Parent Signed:	