



Tarnerland Nursery School

School Attendance Policy

including procedure for collection of children

Statement of intent

Tarnerland Nursery School believes that regular nursery attendance is essential in enabling pupils to achieve their full potential.

Our aims are to:

- Promote and model good attendance behaviour.
- Implement our policies and procedures consistently to reflect inclusivity and fairness in accordance with the Equality Act 2010.
- Offer early intervention and work with families to support good attendance.

The law on school attendance

The law entitles every child of compulsory school age to receive a full-time education, it is the legal responsibility of every parent / carer to ensure this. Where parents / carers decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly and punctually, meaning that their child must attend every day that the school is open. There are a few exceptions, such as being too ill to attend.

The law on school attendance does not apply to children not of compulsory school age and therefore to this policy. However, our objective is to support parents / carers to establish good attendance habits early.

Attendance Policy September 2026

Definitions

We record children as;

- present
- absent due to illness
- absent due to medical or dental appointments
- absent due to exceptional circumstances (this applies to holidays, religious or cultural observances, family emergencies, etc.)

Persistent absenteeism is missing 10 percent or more of schooling during the academic year, for any reason.

Severe absenteeism is missing 50 percent or more of schooling during the academic year, for any reason.

Attendance expectations

Children are expected at the start of their session; 8am / 8.30am for the morning or 1pm / 2pm for the afternoon.

If children are too unwell to attend nursery, parents / carers are expected to call or email reception on the first day of absence by 9am (or 2.30pm for an afternoon session) and then each nursery day thereafter. Parents / carers are signposted to our Sickness and Medication Policy, as well as the NHS guidance, 'Is my child too ill for school?' to support them to make decisions about whether their child is well enough for nursery.

Each morning admin staff will check messages, emails and voicemails for any notifications of pupil absence and will update registers with reasons for absence. Between 9am and 9.30am, and again between 2.30pm and 3pm, admin will call the parents / carers of any child who has not arrived and where no reason for absence has been provided.

If a child is absent without notification or for a prolonged period of time, safeguarding procedures will be followed. Consideration will be given to patterns and trends in the child's absences, their individual vulnerabilities, and their wider family and home circumstances.

Working in partnership to improve attendance

Addressing the root causes of absence and removing barriers to attendance requires us to work collaboratively with families:

EXPECT

We promote high standards of attendance and aim to build a culture where everyone across the community understands attendance importance.



MONITOR

We make use of attendance data to identify persistent or severe absentees as soon as possible. These children are discussed at monthly meetings between senior leaders and admin.



LISTEN AND UNDERSTAND

Where a persistent or severe absence pattern is identified, parents / carers are contacted directly by the headteacher to understand the barriers to good attendance and to problem-solve together to improve attendance.



FACILITATE SUPPORT

We work with parents / carers to remove any barriers to good attendance and to help families to access the support they need. This may involve referrals to external agencies for further support, for example, to the health visiting team for advice around sleep patterns.



ENFORCE

Where children continue to be severely absent and support to improve attendance has been unsuccessful, families will be notified that their child's place is at risk of being withdrawn. This would only be implemented as a last resort and in consultation with the governing body.

Collection of children at the end of their session

- Children must be collected promptly at the end of their session.
- Children can only be collected by their parent / carer named on their child's admission information unless an arrangement has been made for one of the child's other contacts to collect them. If this person is unfamiliar to nursery staff they should be able to provide the child's password before taking the child.
- Those collecting children must be aged 16 or over.
- If a parent / carer is unavoidably delayed they should contact the nursery immediately. If a parent has not made contact with the nursery five minutes after the session ends, the following procedures will be followed:

Procedure to follow if a child is not collected

- Five minutes after the end of a child's session, admin or SLT on duty should telephone the child's parents / carers. *For 6pm pick-ups, two members of staff (keyperson or another familiar adult from the room plus a member of SLT) must stay with the child until they leave the premises.*
- If there is no response or reply 10 minutes after the session ends and child has still not been collected, the named emergency contacts should be called.
- All contacts should continue to be called for a further 20 minutes.
- If contact cannot be made by 30 minutes after the session has ended then SLT should contact Front Door for Families.
- At each of the above stages staff must record the following;
 - Name of child
 - DOB
 - Name of parent / carer / emergency contacts
 - Time of attempted contact and response
 - Name of duty social worker and response