



Nursery Attendance Policy

Lillington Primary School

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1. Introduction

This policy outlines the expectations and strategies in place to promote excellent attendance at our Nursery, ensuring that all children have the opportunity to engage fully with their learning experiences. While nursery attendance is not compulsory, high attendance is crucial as it directly impacts children's development and their ability to form relationships with peers and staff. We are committed to supporting families in understanding the importance of consistent attendance.

2. Aim of the Attendance Policy

The aim of this policy is to:

- Promote a culture of regular and punctual attendance among children in the Nursery.
- Ensure that parents and guardians understand the importance of attendance.
- Establish clear procedures for monitoring attendance.
- Provide support for families facing challenges related to attendance.
- Ensure compliance with statutory regulations and guidelines as outlined by the Office for Standards in Education (Ofsted).



3. Legislation and Framework

This policy is aligned with the following legislation and frameworks:

- The Education Act 1996
- The Education (Children's Act) 2004
- The Special Educational Needs and Disability Code of Practice (2015)

The expectations set forth by Ofsted regarding attendance include:

1. Children attend regularly and punctually.
2. The Nursery effectively communicates the importance of high attendance to parents, actively involving them in the process.
3. There are robust systems in place for tracking attendance and addressing any issues promptly.

4. Roles and Responsibilities

4.1 Nursery Management

- Ensure the implementation of the attendance policy.
- Monitor attendance data and trends.
- Provide training and resources for staff to understand their roles in promoting excellent attendance.

4.2 Staff

- Keep accurate attendance records daily.
- Implement strategies to encourage attendance and address any barriers.
- Communicate effectively with parents regarding their child's attendance.

4.3 Parents and Guardians

- Participate actively in promoting their child's attendance.
- Inform the Nursery promptly of any absences and the reasons for them.
- Attend parent meetings to discuss attendance issues.

5. Attendance Monitoring

5.1 Daily Register: Attendance will be taken every day during the morning session.
Late arrivals will be recorded. Studybugs message will be sent out

5.2 Monitoring Absence Patterns: The Nursery will monitor patterns of absence on a weekly basis, identifying any potential concerns.



6. Absence Protocol

Absences will be authorised for the following reasons:

- Illness or medical appointments
- Bereavement
- Exceptional family circumstances (must be discussed with Nursery management)

7. Support for Improvement

Should attendance fall below expected levels, the Nursery will offer support in the following ways:

- Meetings with parents to discuss concerns and look at support.
- Referral to external agencies for additional support if necessary.

8. Reporting

Attendance statistics will be reported to the Nursery's governing body on a termly basis, alongside any actions taken to improve attendance where necessary.

9. Summary of Expectations

According to the most recent Ofsted framework, an outstanding Nursery must ensure:

- Children have high rates of attendance and punctuality.
- Effective communication with parents about the importance of attendance.
- Comprehensive monitoring and swift action on any attendance issues.
- Support mechanisms that engage families in addressing attendance barriers.

10. Conclusion

Our Nursery acknowledges the significant role attendance plays in a child's education and development. This policy is designed to ensure consistent approaches and provide the necessary support to all stakeholders, fostering a positive attendance culture within our educational environment.

Through active collaboration between staff, children, and families, we aim to achieve outstanding attendance levels that support every child's learning journey.

The parents must make sure that their child attends the hours/sessions that they are claiming funding for and in the agreed pattern of attendance. If the child has persistent non-attendance, Warwickshire County Council reserves the right to re-claim those hours from the provider, which Lillington Nursery & Primary School in turn will collect as reimbursement from the parents.