



Chertsey and Dorking Nursery Schools

ATTENDANCE POLICY

“Attendance is everyone’s responsibility”

Although education for children of nursery age is non-statutory, at Chertsey and Dorking Nursery Schools we believe that the children benefit from regular attendance in the following ways, to:

- develop their confidence
- establish a good routine and consistency which is essential once they transfer to primary school
- enable them to gain maximum benefit from the education offered at a maintained nursery school

Children’s attitude to school is learnt from their parents and carers, therefore, it is essential for a positive, responsible example to be set by the parents and carers from the outset of their education.

Attendance levels are monitored as part of our safeguarding procedures. **We have a statutory duty to promote the safety and welfare of children. An important way to safeguard children is to ensure they attend school regularly.** All staff work closely with the parents to deal with any problems connected with poor attendance. Attendance is monitored frequently and attendance percentages notified to the Head and Key workers. If any attendance is of concern, this will be discussed with parents.

Registration The nursery team are responsible for completing the registers each morning and afternoon. The registers will be completed by specific times each day and these times will be communicated to this will parents and carers. Parents and carers, who arrive with children after this time, must report to a member of staff so that the children can be marked as late.

Absence Parents are asked to inform us if a child is absent, either beforehand (in the case of medical appointments, holidays, school visits etc.) or on the day. Reasons for absence will be recorded in the diary in the office initially, formally recorded in the register using the relevant code and then transferred to the Schools Information Management System, this will be reviewed by the Head regularly. If parents have failed to make contact with us by 9.15am or 1pm (for afternoon sessions) on the first day of their child’s absence, the office staff will telephone parents.

All staff are responsible for attendance and will be alert to absences or patterns and raise these through the appropriate internal channels to be followed up and monitored more closely.

If there is cause for concern, or a child is persistently absent, the Head will discuss this with the parents in order to agree a plan of action which may include contacting Health, Social Services or other appropriate professionals.

Extra-curricular activities must be planned outside the nursery sessions as this is disruptive for the child and does not provide consistency for them.

For all fully funded places, FEET (Funded early education for two-year old’s) FEE (Funded early entitlement) or WT (Working Entitlement), it is expected that parents will commit to the allocated session and their children attend for the full entitlement.

If, after the Head has made considerable efforts to encourage the parents to bring the child to school, in consultation with the Governing Body, the place will be withdrawn. In all instances, the welfare and needs of the child are given the highest consideration.

Approved by the Governing Body: January 2025

To be reviewed by: January 2027

This policy is relevant to:

Nursery staff - Yes	Parents - Yes
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