



The Federation of Duke Street & Highfield Nursery Schools

Attendance Policy

Policy Leader / DSL / EHT*	Susan Conron, Executive Headteacher and DSL
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Communicated to staff:	October 25 staff meeting 7 th October 2025
Review period	Annually
Approved by the Governing Body	<i>Curriculum Autumn term 2025</i>

EYFS Attendance Policy.

Policy Statement

Good attendance plays a fundamental role in supporting children's educational achievement, well-being, and safety. Establishing regular routines for young children supports the settling-in process and enhances their sense of security and belonging. Even if a child only has a part-time place, regular attendance remains especially important. Attending nursery helps children develop habits of regular attendance and punctuality, supporting a smooth and positive transition to reception.

This policy outlines the procedures in place to promote and monitor attendance within our Early Years Setting and the steps that will be followed if a child is absent. It also explains the importance and benefits of regular attendance.

Promoting Good Attendance across our maintained nursery school federation.

To ensure every child benefits fully from their early education, we are committed to promoting regular attendance and punctuality. We will:

- Communicate clearly with parents and carers about the importance of regular attendance and punctuality, highlighting that it is in the child's best interest. Unexplained absences will be followed up promptly to ensure child safety and.
 - Maintain accurate attendance records to monitor and evaluate patterns of absence and lateness, allowing us to respond effectively to any concerns.
 - Build on existing good practice by fostering a positive attitude toward attendance. We will respond quickly to absences and celebrate both good and improving attendance.
 - Target areas of concern by identifying issues with attendance or punctuality and implementing supportive strategies to encourage improvement.
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Why Attending a Funded Place Matters

If your child has a funded nursery place, it's a valuable opportunity for their learning and development. These places are funded by the government to give children the best possible start in life.

Regular attendance helps your child:

- Build strong routines and get ready for school
- Develop social skills and make friends
- Learn through play and structured activities
- Benefit from consistent support from staff
- Government research shows a direct link between attendance and attainment, and good attenders also make better progress socially, learn to work with

others, and are better prepared for the transition to primary school. Regular attendances help prepare your child for their next step in life.

- Absence or late arrival also disrupts teaching routines and so may affect the learning of others in the same group / environment.
- It is very important therefore that you make sure that your child attends regularly and this policy sets out how together we will achieve this.

Our attendance targets this year is:

Cohort	Attendance Target
Pre-school (all children in their last year before starting school)	93%
2-3 year olds.	86%

We know and understand young children are building up their immune systems when they first start nursery, so we understand they may be absent more due to illnesses.

Parents/Carers Are Expected To:

- **Ensure regular and punctual attendance:** Children should attend nursery consistently and arrive on time to benefit fully from the learning and social experiences provided. Establishing a routine helps children feel secure and supports their development.
- **Notify the nursery school of absences promptly:** If a child is unable to attend nursery, parents/carers must inform the setting on the first day of absence and provide a clear reason. This helps staff maintain accurate records and ensures the child's safety.
- **Engage with staff to address attendance concerns:** If attendance issues arise, parents/carers are expected to work collaboratively with nursery staff to identify any barriers and agree on strategies to support improvement. This may include attending meetings, accessing support services, or adjusting routines at home.
- **Support transition and routine building:** Parents/carers play a key role in helping children adapt to the nursery environment. Encouraging regular attendance helps children build confidence, social skills, and readiness for school.

Monitoring Attendance

- **Daily attendance registers:** Staff will complete registers each day, recording both attendance and punctuality. This ensures accurate tracking and supports safeguarding procedures.
 - **Weekly monitoring of patterns:** Attendance data will be reviewed weekly to identify any emerging patterns of absence or lateness, to intervene early where necessary to support the child.
 - **Communication with families:** Where concerns are identified, staff will engage with parents/carers to discuss the issue, understand any underlying causes, and offer appropriate support. This may include informal conversations, scheduled meetings, or referrals to external services.
 - **Escalation of persistent issues:** If attendance or punctuality does not improve despite initial support, concerns may be escalated to the Attendance Support Worker or other relevant professionals. This ensures that families receive the help they need and that children are not disadvantaged by poor attendance.
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Responding to Absence

Nursery School attendance procedures

Flowcharts detailing attendance procedures can be downloaded from the school website.

First day of absence

If your child is absent and we have not heard from you, we will telephone you on the first day of absence to find out what the reason is and when your child is expected to return. If we are unable to contact you we will leave a message for you to return with relevant information. For some children, the office staff will pass this information over to the family support worker who may make a home visit. Please note that such home visits may be unannounced.

Second day of absence

As above.

Third day of absence

If we have had contact with you and know the reason for absence we will mark the register accordingly. If we have unable to make contact with parent / carer and or emergency contacts, office staff will contact parents/ carers and emergency contacts. Messages will be left to ascertain where your child is. If we are concerned a home visit may be made. Please note that such home visits may be unannounced.

If staff are unable to gain access or speak to parent/ carers a note requesting, contact will be pushed through the family home letterbox.

Fourth day of absence

If we were unable to gain contact with you on day 3, we will once again try parents/ carers and emergency contacts. If your child has siblings at another school, we will contact the school to ascertain if siblings have been absent. We will ascertain if school staff have seen the nursery child within the period of time your child has been absent. If we have concerns the family support worker and if possible key person or member of senior leadership team will complete an unannounced home visit. If no access to the property a note will be left through the door. Staff will ask neighbours if the child / family have been seen. Actions and information will be recorded on CPOMS system.

Fifth day of absence

If by day 5 we have still no contact from parents/ carers and / or emergency contacts, senior staff will complete a home visit. If staff have reason to be concerned about the family and still no contact has been made, senior staff will contact the police and a request made for a welfare visit to the family.

Leave during term time

By law, maintained schools cannot authorise any leave in term time other than in exceptional circumstances. Taking a child out of school in term time will affect their education and progress as much as any other absence. **However, we are a maintained nursery school, and children are not statutory school age, therefore we understand the benefits of some family holidays.** Whilst we encourage family holidays out of term time dates, we are empathetic to the reasons why parents may want to book a holiday in term time. We request you complete a "holiday form" prior to your child's absence so we know where you are and we are not chasing you regarding absences. Holiday request forms can be collected and returned to the nursery office.

Religious absence

Nursery are understanding and will authorise absence per religious festival, e.g. Eid, recorded R, Religious observance.

We ask parents to request any leave in advance again, so we know where your child is and we are not chasing the absence.

Attendance codes used on SIMS. Version 7.224, Autumn 2025

Key to codes		
/ Present (AM)	L Late (before registers closed)	X Not required to attend - non-compulsory school age pupil
\ Present (PM)	M Medical/Dental appointment	Y1 Unable to attend - normal transport not available
B Attending any other Approved Educational Activity	N No reason yet provided for absence	Y2 Unable to attend - widespread travel disruption
C Other authorised exceptional circumstances	O Absent in other or unknown circumstances	Y3 Unable to attend - unavoidable partial closure
C1 Leave of absence - regulated performance or employment abroad	P Participating in a sporting activity	Y4 Unable to attend - unavoidable full closure
C2 Leave of absence - part-time timetable	Q Unable to attend - lack of access arrangement	Y5 Unable to attend - criminal justice detention
D Dual registration	R Religious observance	Y6 Unable to attend - public health Guidance/Law
E Suspended or excluded without alternative provision	S Study leave for public examination	Y7 Unable to attend - unavoidable other than Y1-Y6
G Family holiday (not agreed)	T Travelling with parent for occupational purposes	Z Pupil not on roll
I Illness	U Late (after registers closed)	- All should attend / No mark recorded
J1 Leave of absence - Interview for employment or transfer	V Attending an educational visit or trip	# Planned whole school closure
K Attending alternative provision arranged by the LA	W Attending work experience	

Transition to Reception

Regular nursery attendance helps children prepare for the structure and expectations of school life. We work closely with families and schools to ensure a smooth transition, supported by consistent routines and positive attendance habits.

Why It's Important to Use the Place Fully

- The nursery placement is funded by public money allocated specifically for early years education. It is intended to support your child's development and readiness for school.
- We're committed to supporting your child's attendance and wellbeing. If their attendance drops below 75%, we'll take time to review the placement with you, ensuring we explore all options to address any barriers and help your child thrive.
- We'll always talk with you first and work together to find solutions before making any changes.

We're here to support you and want every child to make the most of their funded place. If you're having difficulties with attendance, please speak to us—we're happy to help.

Emergency Contacts

In line with the Early years foundation stage (EYFS) statutory framework (effective from 01st September 2025), we kindly ask families to provide more than two emergency contacts where possible. This helps us carry out thorough welfare checks if a child is absent and we haven't been able to make contact. Our priority is always your child's safety and wellbeing, and having additional contacts ensures we can respond quickly and appropriately if needed.

Notifications nursery school must submit to the local authority

Admissions

All schools must notify the local authority within 14 days of adding a child's name to the admission register and must provide the local authority with all the information held within the admission register about the child.

Leavers

All schools must notify the local authority when a child's name is to be deleted from the admission register under any of the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006, as soon as the ground for removal is met, in our case this would be **non-compulsory education age**. This will be completed within and no later than 5 days after nursery is notified of child leaving.

Where a nursery school notifies a local authority that a child's name is to be deleted from the admission register, the nursery must provide the local authority with the required information as laid out in regulation. This includes, child's name and address, nursery or school child is moving to and expected start date. If the parents / carers are unable to confirm a nursery / school for the child, CFW service and health services will be informed and request made to support parents doing this in the new area.

In addition to submitting a notification about removal from roll, some circumstances also require school to make referral to other local authority teams such as the Children Missing Education team. If staff are unsure as what to do we will contact our School Attendance Consultant for advice on removing children from roll.

Both on roll and off roll notifications are completed and submitted electronically via common transfer files – CMJ and CML ctfs no later than 5 days after the joining/leaving date.

Family Support Workers are also informed of leavers and all off roll notifications in order for them to process any file transfer requests from the cpoms system.

Julie Ascroft
07798 781424
julie.ascroft@lancashire.gov.uk

CPOMS file transfer request procedures

Federation Family Support Worker informed of all on roll and off roll notifications at time of processing and will complete a safeguarding handover within 5 days – **fully recorded; dated and topics discussed on CPOMS**- with destination schools (if applicable) providing a brief background to the destination school including the latest incident shown on CPOMS for the child.

Destination schools will make formal request via cpoms system for cpoms file to be transferred to them.

In line with General Data protection regulation (GDPR) legislation and ensure confidentiality of data at all times; any file transfer request to be authorised and processed by Family Support Worker or the Head of School.

Pupils who fail to attend

All schools (including academies and nursery schools) must inform the local authority of any child who fails to attend school or is absent without permission for a continuous period of 10 days or more. In Lancashire primary schools, this can be done via a variety of means and school can contact their School Attendance Consultant for further advice. We may also be required to contact Children Missing from Education team.

Children missing education (CME)

Local authorities have a duty to put in place arrangements for identifying (as far as possible) those children of compulsory school age in their area who are not school registered or receiving suitable education otherwise than at a school. Local authorities should trace those children and ensure they receive a full-time education. As part of our safeguarding commitment if a child has stopped attending and her or his location is unknown, we will make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting the pupil's name from the register. This will include informing the police, health services and CFW we will then notify CME team.

Children Missing Education Team
01257 517333
cme@lancashire.gov.uk

Review and Evaluation

This policy will be reviewed annually or sooner if required. Attendance data will be used to evaluate the effectiveness of strategies and inform future planning.

- Date agreed: 15/10/25
- Signed by:  _____
- Policy Review Date: October 2026