

Attendance policy



FLATTS
NURSERY SCHOOL

Approved by:	The Governing Body	Date: Summer Term 2025
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1. Aims

We are committed to meeting our obligations with regards to nursery school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to early years education to which they are entitled
- Acting early to address patterns of absence

We will also support parents to ensure their children attend regularly, and will promote and support punctuality in attending the sessions.

2. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), [2016](#) amendments)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

3. Roles and responsibilities

3.1 The governing body

The governing body is responsible for monitoring attendance figures for the nursery school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

3.2 The headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils

3.3 The bursar

The school bursar:

- Monitors attendance data across the school and at an individual pupil level
- Reports concerns about attendance to the headteacher
- Works with key workers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues

3.4 Teachers and key workers

Teachers and key workers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

3.5 School staff

School staff who take calls from parents about absence should inform the office and ensure it is recorded on the school system – Arbor.

4. Recording attendance

4.1 Attendance register

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of each session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

See appendix 1 for the DfE attendance codes.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive at nursery school at 8.30-9am for the morning session and at 12.30pm for the afternoon session.

The register for the first session will be taken at 9am and will be kept open until 9.15am. The register for the second session will be taken at 12.30pm and will be kept open until 12.45pm.

4.2 Unplanned absence

The pupil's parent/carer must notify the school on the first day of an unplanned absence by 8.30am/12.30pm or as soon as practically possible (see also section 7).

Parents/Carers can use the following methods of contact:

Telephone – 01924 456771

Email – office@flattsnursery.co.uk

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

Parents/Carers can use the following methods of contact:

Telephone – 01924 456771

Email – office@flattsnursery.co.uk

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out about term-time absences.

4.4 Lateness and punctuality

A pupil who arrives late:

➤ Before the register has closed will be marked as late, using the appropriate code

Parents are encouraged to bring their child to school on time everyday. This promotes routines.

4.5 Following up absence

Where any child we expect to attend school does not attend, or stops attending, the school will:

➤ Follow up on their absence with their parent/carer to ascertain the reason, by telephoning, emailing and sending a letter if no response. A home visit may also be appropriate.

➤ Ensure proper safeguarding action is taken where necessary

➤ Identify whether the absence is approved or not

➤ Identify the correct attendance code to use

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

Nursery School attendance is not statutory however we actively discourage holidays/absence during term time. Term-time holidays are recorded as unauthorised. The headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision

5.2 Reducing persistent absence

Attendance is reported to parents each half term with a clear explanation of what expectations are, how to get help and advice if your child is ill and the school phone number to ring if the child is absent. Following on from the reporting, the absent management procedure will take place where appropriate – see Appendix 2.

5.3 Legal sanctions

Nursery attendance is non statutory therefore fines will not be issued for non-attendance. However, a signed Parent Agreement is required for each attending child which explains the terms and conditions of the Free Education and Care for 2-, 3- and 4-year-olds. A copy of this will be given to the parent and a copy kept in school.

6. Strategies for promoting attendance

Staff are aware that absence from school is a potential safeguarding risk and understand their role in keeping children safe.

Flatts Nursery School expects good attendance and punctuality from all members of the school community.

Governors have an accurate view of school attendance via termly attendance reports.

Parents are kept informed each half term how the child's attendance is at this point in the year.

7. Attendance monitoring

The attendance officer at our school monitors pupil absence on a **daily** basis.

A pupil's parent/carer is expected to contact the school in the morning if their child is going to be absent due to ill health (see section 4.2).

If a pupil's absence goes above 5 days, the school will contact the parent/carer of the pupil to discuss the reasons for this.

If a pupil's absence continue to rise after contacting their parent/carer, we will consider a home visit by staff.

The persistent absence threshold is 13%. If a pupil's individual overall absence rate is greater than or equal to 13%, the pupil will be classified as a persistent absentee. Each half term attendance is measured against this threshold to start our absent management procedure, see Appendix 2.

Flatts Nursery School collects attendance data on daily registers on the management information system. This information is used to

- Track the attendance of individual pupils
- Identify whether or not there are particular groups of children whose absences may be a cause for concern
- Monitor and evaluate those children identified as being in need of intervention and support

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum 2 yearly. At every review, the policy will be approved by the full governing board.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be

		absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix Two

Attendance is reported to parents' half termly

