



Grandpont
Nursery School & Childcare

Attendance Policy 2026 – 2028

Purpose

Regular attendance at nursery helps children establish routines, build social skills, and access high-quality early learning experiences. This policy sets out the expectations for attendance and punctuality Grandpont Nursery School and Childcare, ensuring children have the best possible start in education.

Aims

- To promote regular and punctual attendance from the start of a child's education.
- To work in partnership with parents/carers to ensure all children attend nursery regularly.
- To identify and address any barriers to attendance early.
- To ensure compliance with statutory and local authority requirements for maintained nursery schools.

Roles and Responsibilities

Executive Headteacher and Head of School

- Monitor attendance and punctuality data regularly.
- Support staff, parents, and carers to improve attendance where concerns arise.
- Report attendance concerns to the local authority where required.

Early Years Practitioners

- Record attendance daily and accurately.
- Work closely with families to understand barriers to attendance.

Parents/Carers

- Ensure their child attends nursery regularly and on time.
- Inform the school promptly if their child is absent, stating the reason.

Attendance Expectations

Children are expected to attend all allocated nursery sessions unless there is a valid reason for absence. The nursery day begins at 8am for Rainbows children and 9am or 12.30pm for Swans children and punctuality is essential to ensure children benefit fully from activities.

Last reviewed	July 2026
Next review	July 2028

Absence Reporting

Parents must notify the nursery on the first day of absence by phone call/email. Absences due to illness or medical appointments should be reported promptly. For planned absences, parents should request leave in advance by email. If two or more weeks' notice are given, we are able to refund any hot lunch fees for the time period of leave.

Authorised and Unauthorised Absences

We do understand that parents sometimes like to take their children for extended holidays and to visit family and we try to accommodate these requests as we know the many positive benefits this can have on children and their families.

We know that young children can be highly vulnerable to infection and illness as this nursery is often their first exposure to larger number of children where germs can spread. Sickness rates are often high as children build their immunity. We will work to support families to make the decision as to when is safe to keep their child home and when to send to nursery.

Authorised absences include illness, medical appointments, or exceptional family circumstances approved by the Head of School.

Unauthorised absences occur when no valid reason is provided, or permission has not been sought for leave.

Persistent Absence Attendance below 85% may be considered persistent absence. The school will work with parents to identify barriers and offer support, which may include amendments to session days and times if there are available sessions, Early Help referrals or Local Authority involvement if concerns continue.

Strategies to Promote Good Attendance

Positive communication with families to emphasise the importance of attendance. Celebration of good attendance to encourage parents to bring children regularly. Early intervention where patterns of absence emerge.

Data Monitoring and Reporting

Attendance records will be monitored weekly by the class teachers and termly by the Head of School. Data will be shared with Governors and the Local Authority as required. This policy will be reviewed annually by the Governing body and updated in line with statutory requirements.

Grandpont Nursery and Childcare Attendance Follow Up Procedure

At Grandpont we understand that young children may pick up bugs and illnesses as they are exposed to other children, and therefore they may be ill quite often (especially in the first couple of terms of nursery). However, we also know that regular attendance at nursery gives children a positive start to life, builds positive routines and helps them to achieve the best outcomes. It also sets a good routine for starting primary school. Therefore, we aim for children to attend 85% of their allocated hours. Our attendance procedure is as follows;

1. Staff to call family on the first day a child is absent (if we have not heard from the family)
2. Staff to make a note of the reason for the absence
3. Head of School or Inclusion Lead to contact families directly if absence (not related to illness) persists. Try to establish any additional support the family may need to improve attendance

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4. At the end of every short term, Head of School will monitor the overall attendance of all children
5. We will arrange a meeting with and/or write to families of children attending less than 85% without a specific reason, e.g. hospital stay, chicken pox, etc.
6. If attendance does not improve, we will continue to try to contact the family via phone and letter to offer any support needed to try to improve attendance
7. In extreme cases where attendance does not improve and there are no significant reasons for absence, we may withdraw the place to offer to a child who is able to attend.

We will monitor attendance throughout the year – but complete a full attendance report at the end of every long term (half term during the summer). During the monitoring we will track trends of improved or decreased attendance. We will continue to follow up with children whose attendance is below 85%, unless there is an acceptable reason for absence, e.g. hospital stay, health conditions, etc.

All attendance figures are monitored, recorded and reported to Governors at full governing board meetings each half term.

Last reviewed	July 2026
Next review	July 2028