



THE FEDERATION OF MELLERS PRIMARY SCHOOL AND NOTTINGHAM NURSERY SCHOOL

Attendance Policy

September 2025

Introduction

Nottingham Nursery School recognise that good attendance and punctuality have a huge impact on children's achievements and progress in nursery. Therefore, by promoting regular attendance and punctuality, we aim to ensure all children can access as much of our rich and exciting curriculum as possible.

Aims

- To achieve good attendance and punctuality for each child
- To encourage parents to appreciate the value of regular attendance and punctuality and realise its effect on their children's education and attainment
- To maintain the safety and well-being of all children
- To ensure that families are supported to maintain excellent attendance

Objectives

- To raise awareness about the importance of good timekeeping and regular attendance
- To establish good habits prior to statutory education
- To enable our families to realise the impact good attendance and punctuality have on education and attainment

Practice

The nursery's session times are as follows:

- 7:45am – 8:45am Breakfast Childcare
- 8:45am – 8:50am Dropping off time
- 8:55am – 9:20am Education Session (Phonics/Maths/Curriculum)
- 11:15am – 11:40am (Phonics/Maths/Curriculum)
- 11:45 – Morning Session Collection Time
- 11:45am – 12:30pm Lunchtime
- 12:40pm – 1:05pm Education Session (Phonics/Maths/Curriculum)
- 2:45pm – Full Time Session Collection Time
- 3:05pm – 3:25pm Education Session (Phonics/Maths/Curriculum)
- 3:30pm – Afternoon Session Collection Time
- 3:30pm – 6:00pm After school Childcare

An additional session time can be purchased at £6.20 per hour. (subject to availability).

Full price list can be found on nursery website www.nottinghamnursery.com

Children should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable.

Procedures

1. Attendance monitored in school
2. We ask parents to phone/text nursery on the first day of an absence. The register closes at 9.00am and 12.45pm. The person receiving the call records the absence on Arbor.
3. If a message is not received, the office team will contact the parents/carers to identify the reason for absence.
4. Attendance is monitored by the head teacher/office team. If child's attendance is below 85% or a pattern or concern is spotted a low attendance letter will be send to parent/carers. (Appendix 1)
5. Parents/Carers of children whose attendance is inconsistent and generally poor will be contacted and their future attendance monitored
6. The head teacher will make a contact with parents/carers, initially by telephone or in person if child's absence in not improving. This also includes late arrival.
7. If necessary, a member of the safeguarding team will conduct a home visit to check on the welfare of the child. Where appropriate, a referral for additional help may be made. In more urgent cases, social care may be contacted
8. If after a month, no contact is made from parents/carers, the child's nursery place might be removed from the register and place allocated to another child on the waiting list. The Local Authority will be informed that the child has left nursery, as nursery will not be able to claim funding for the child
9. Whenever possible parents are encouraged not to take a leave of absence in term time.

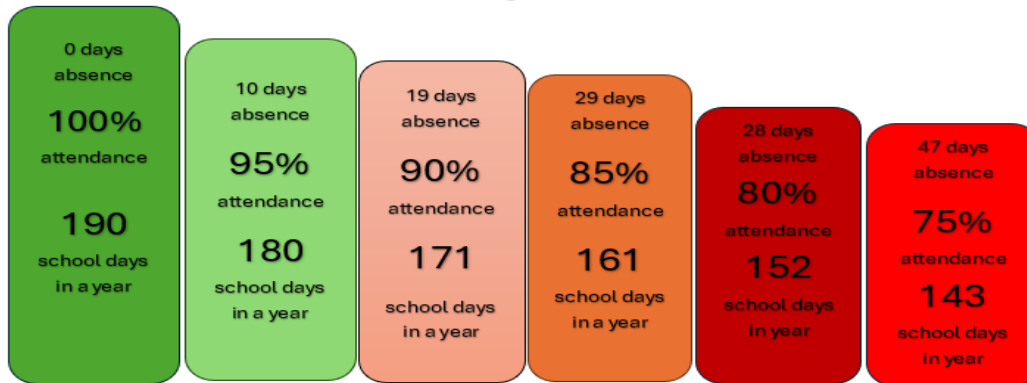
Monitoring

- Attendance and timekeeping are closely monitored by the team through daily registers.
- Attendance data is analysed termly.
- Staff will support families in ensuring good attendance and punctuality.
- Absent children are reported immediately to the office staff, who will explain the child's absence if known or they will contact parents to find out why they have not attended.
- Parents/carers are asked to provide at least two emergency contacts on nursery admission form
- Parents/emergency contacts on the admission form must only collect the child from nursery. If the person collecting is not named on the admission form, then parents will be contacted before the child is released, to check the identity of those collecting.
- If an adult on emergency contact changes and the staff have not met this person on a previous occasion, the parent will be asked to provide a description of the person, including their name and contact number.
- The adult on emergency contact list needs to be over 16 years of age.
- Although attendance at nursery is not statutory, authorised absence is only granted for emergency situation and medical appointments.
- Planned absences in term – time must be requested using the Absence Holiday Request Form (Appendix 2)



The Nottingham Nursery School

Good Attendance Means being in school at least 95% of the time



In the event of a child not being picked up on, time:

If a child is still waiting up to 5 minutes after collection time, emergency contacts provided on admission form are to be called, in order completed by parents, until someone agrees to come and pick up the child.

If no contacts are available and it is one hour after collection time social care and the police will be contacted.

Role of the Head teacher and Governing Body

- The governors have overall responsibility for the Attendance Policy
- The headteachers have the responsibility for ensuring this policy is undertaken and for recommending changes in the policy to the governors. This is done in consultation with the senior leadership team
- The headteachers have responsibility for organising the partnership with parents and for informing them of the nursery school's policy.
- The headteachers will try to work with families to resolve any poor patterns of attendance. If it is deemed necessary, a referral will be made for Early Help.

Role of the Nursery Teacher/practitioner

- The teacher/practitioner takes the register in the morning and afternoon
- The teacher/practitioner should inform the office team and headteacher of any concerns of a child absence pattern or that the child is absent with no information.

Role of the Office team

- The office team monitors the attendance levels of all pupils and liaises with the headteachers over actions
- The office team will telephone on the morning of first absence if parents have not advised.
- The office team calculates the overall attendance for each child on a termly basis.

Whilst any child may occasionally have time off nursery because they are too unwell to attend, sometimes they can be reluctant to attend nursery. Any barriers preventing regular attendance are best resolved between nursery, the parents/ carers and the child. Please speak to us if this is the case.

Appendix 1 – Low attendance letter



Federation of Mellers Primary School & Nottingham Nursery School

Head Teachers: Joy Buttress and Lorna Dermody
Denman Street West, Nottingham NG7 3AB
Telephone: School: (0115) 915 90 90
E-mail: headteacher@mellers.nottingham.sch.uk
Website: nottinghamnurseryschool.com



Date

Parent Name

Parents Address

Dear

We have noticed that your child.....has not been to nursery for their entitlement hours.
As per today (date), your child's attendance is

Whilst some illness is unavoidable in young children, the Local Authority funding is subject to a minimum of 85% attendance. We are required to inform Local Authority of a child's poor attendance as this could mean we no longer claim funding for the child. This means (child's name) place could be withdrawn and they would no longer be able to attend nursery.

Regular attendance is important in helping to give your child the best start to their education. Nicole benefits by being in a learning environment and sharing many fun experiences with children of the same age. These firm foundations help to give your child the best start in their learning journey.

Should you wish to access the free entitlement hours at another nursery please contact the Families Information Service on 0800 458 4114 who will inform you of other nurseries in your area.

Your Sincerely,

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment



Appendix 2 – Absence Holiday Request Form



Nottingham Nursery School & Training Centre Child's Leave of Absence Request Form

Name of Child: _____ Group: _____

My child will be absent from school because _____

First date of absence: _____

Last date of absence: _____

Number of dates absent: _____

(If more than 10 term time days School will need to notify Local Authority)

Signed by parent/carer: _____

Date: _____

Office Use only

Date recorded on ARBOR _____

Date recorded in Dinner Register _____