



Attendance Policy (Funded Children)

Rationale

In line with the 1996 Education Act, we expect all children on roll to attend school every day, when the school is in session, as long as they are fit and healthy enough to do so. We will endeavour to encourage the children to attend, and to put in place appropriate procedures.

We recognise that at their current age, children alone cannot ensure their regular and punctual attendance at school. Parents are encouraged to take an active role in the school life and to share and support their children's learning. It is therefore vital that parents agree to ensure their child's regular and punctual attendance at the school.

As children receive 15 hours early education, with some children entitled to an additional 15 hours, which is funded by the government, it is essential that we support and monitor regular attendance to ensure the best use of public funds.

Aim

Grasmere Nursery School aims to maximum attendance rates and secure high levels of punctuality in order to ensure that all pupils are able to take the fullest advantage of the learning experiences available to them. If allowed to remain unchecked, persistent absence and lateness can significantly impact on a child's progress and achievement. Our partnerships with parents play a vital role in ensuring that this is achieved.

We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. We strive to create a happy and rewarding environment for all children, where children want to come to school. We will make the best provision we can for those children who, for whatever reason, are prevented from coming to school.

Authorised and Unauthorised Absence

Each absence is recorded as either Authorised or Unauthorised as approved by the Head Teacher. It is not the role or responsibility of any other member of staff to authorise or not authorise absences from schools. Wherever possible, we expect parents to make

appointments (doctor, dentist and attendance at classes) outside of the school session times.

Authorised Absence

We understand that your children are not yet statutory school age and so to support this, we have agreed to grant families reasonable absences in an academic year with authorised absence. Any further days beyond this will be classed as unauthorised absence.

As a school, we believe that authorised absences are listed as follows:

- Sickness (where a parent, carer or guardian has contacted the school to inform us of the illness and a possible return date)
- A medical appointment.
- Authorised absence for family holidays or days out, where a parent, carer or guardian has filled in and returned a leave of absence request form.

Unauthorised Absence

Unauthorised Absences are those absences for which the school received no reason or explanation or if the school has good reason to doubt the explanation given. Unauthorised absences are also absences that occur, in terms of a day out or holiday, whereby the Headteacher has not given permission prior to the event, or where families have already had excessive days of absence authorised in a school year.

It must be noted that continued or repeated unauthorised absences could be seen as a safeguarding concern and therefore support from the Family Worker may be appropriate in this incident. A home visit will take place on the first day of absence if there are safeguarding concerns. A child may lose their school place, in line with the monitoring and implementation section of the policy, particularly if there is a waiting list. This is to ensure that we are showing that we provide a good resource for public funds, as the education places are funded by the local government.

Lateness

It is important that classes make a prompt and effective start to the school day. We monitor lateness of pupils, as punctuality to school is crucial. Lateness into school causes disruption to the children's individual learning, as well as causing risk of unsettling their wellbeing, and to that of the other pupils in the class. It is extremely important therefore that all pupils arrive on time.

Along with this, it is also crucial that children stay in school for the duration of their session. Leaving early unsettles them and other children in the class as they begin to ask questions about where their parents are. Both lateness and early collection will be counted as unauthorised absence unless prior agreement has been sought or it is due to collecting or dropping other siblings at a different school.

Monitoring Attendance and Implementation of the Policy

By law, schools must take a morning and afternoon register and record the attendance or absence of every pupil. The attendance registers are marked by 9:10am for the morning session and 12:55pm for the afternoon session. Registers are checked and inputted into the electronic system (SIMS) by the Class team. The admin team are responsible for recording reasons for absence, for calling parents who have not made contact with the school as to why their child is absent, and ensuring that any family who are late sign in.

The Family Worker will regularly monitor the registers and liaise with the admin and class teams. All absences without reason, persistent or repetitive absences and persistent lateness, that have not been agreed, will be investigated and support will be offered to help families to improve attendance and embed good habits, with regards to the importance of school attendance for children, no matter their age.

The school will also monitor overall percentage of individual children's attendance, at least once a half term. Where attendance falls below 85%, the Class Teacher/Room Lead/Family Worker will look at reasons and, where necessary, make contact and support the family to try and improve the levels of attendance. Clear guidance, targets and guidelines will be put in place in agreement with the family, Class Teacher/Room Lead/Family Worker and Deputy/Head teacher. Failure to meet these guidelines may result in a child losing their place.

The Safeguarding Governor will act alongside the Designated Safeguarding Lead to monitor the attendance of all children and report findings to Governors regularly at meetings, as part of the safeguarding update. The Safeguarding Governor, along with the full governing body will ensure that this policy is being followed and reviewed annually.

Where a child is removed from the school roll under these circumstances, a letter will be written to the parents to confirm this taking place.


Promoting Attendance

We understand that young children in their first educational setting are likely to develop some illnesses whilst with us, especially as their immune systems develop. We also understand that it is not each child's responsibility as to whether they attend school.

Review of Policy

This policy will be reviewed as part of the annual policy cycle. Any changes made to this policy will be communicated to all members of staff by the Head teacher.

All members of staff directly involved with attendance are required to familiarise themselves with all processes and procedures outlined as part of this policy, including all relevant Government and Local guidance.

Written by	Barbara Tewe
Ratified by Governors	May 2026
Date for Review	May 2027
Signed – Chair of Governors	
Signed – Head Teacher	