



Attendance Policy

Valid From: September 2025

Review: September 2027

Consistency and routine are very important for young children and greatly benefit their wellbeing. Good attendance results in happy, settled children who make good progress.

At The Wharf Nursery School, we believe that good attendance is essential if children are to be settled and take full advantage of the learning and development opportunities available to them at school. Although we recognise that attending Nursery is not statutory, we hope to work with parents and carers to develop good habits of punctuality and attendance in children.

From the beginning of a child's learning journey at school, parents and carers are informed of the importance of good attendance and punctuality through information available in our Welcome session, Welcome Information pack and home visit discussions with staff. It is expected that parents will commit to their child's allocated sessions and that children attend for their full entitlement.

As the Early Years Safeguarding Reform (September 2025) sets out, we have an obligation to monitor attendance levels as part of our routine safeguarding procedures. Attendance figures across the Nursery are monitored fortnightly as part of our Safeguarding Team meetings. Daily absences are monitored by the office team and Key People (with SLT input where appropriate).

All staff work closely with the parents to deal with any problems connected with poor attendance. If any attendance is of concern, this will be discussed with parents and we will aim to work with them to reduce barriers to attendance.

Registration:

On arrival at Nursery, the office team take the registers. At lunchtime and in the afternoon, registers are taken again by Key People/ Staff.

We expect children to be in Nursery by 9:15am, if parents are running late we ask that they call Nursery to let us know.

Absence:

Parents are asked to inform us if a child is absent, either beforehand (in the case of medical appointments, holidays, school visits etc.) or on the day. We ask for the reason for an absence and this is recorded in our diary and later on our Schools Information Management System.

If parents have failed to make contact with us by 9.15am on the first day of their child's absence, the office staff will telephone parents. It is important for us to know a child's whereabouts each day that they are expected in Nursery.

We understand that many of our pupils have extended family who live abroad and that families may wish to travel to spend time with them before children formally start in primary school. We encourage families to limit the number of trips / be mindful of the number of days they take to conduct these visits, in order to reduce the impact on their child's learning.

Ongoing absence concerns:

In the event of ongoing concerns over absences, the Headteacher will arrange a meeting to discuss this with parents. We will work to reduce the barriers to attendance and look for solutions that work for the family. A plan of action will be created. It may be necessary to make contact with professionals in Health, SEN/D or Social Services as part of this process. In these events, parents will be informed of this.

If children are persistently absent despite this support, then the Headteacher and Governing Body, reserve the right to withdraw the child's place.