

Bishop Henderson Church of England Primary School and Nursery



Attendance Policy – Nursery

Review

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
Annual	September 2025	Headteacher	September 2026

Ratification

Approved by Governors on:

September 2025

Vision Statement

At Bishop Henderson Church of England Primary School, we are committed to equality of opportunity in line with the Equality Act of October 2010. We endeavour to make a positive contribution to the whole community by demonstrating qualities such as respect, co-operation and valuing differences while celebrating cultural diversity. This commitment applies to our work in the classroom, our pupil support systems, our recruitment and retention of staff and our work in the local and wider community. We promote the principles and practices of equality and justice throughout the school and we aim to be a school where everyone:

- is respected and respects others
- takes part in the life of the school
- achieves to their potential
- develops skills essential to life
- exercises choice
- celebrates cultural diversity

Regular attendance is crucial for children's development and well-being in their early years. This policy outlines our expectations for attendance, procedures for reporting absences, and the actions we will take in cases of unexplained or prolonged absences. We are committed to ensuring the safety and well-being of all children in our care.

Expectations for Attendance

We expect children to attend their scheduled sessions regularly and punctually. Parents/carers are responsible for ensuring their child's attendance. If a child is unable to attend, parents/carers must notify us as soon as possible.

Reporting Absences

Parents/carers must notify the Nursery of their child's absence on the day of the absence. Absences can be reported by:

- Telephone: 01373 812557
- Email: puffins.nursery@bishophenderson.co.uk
- When reporting an absence, please provide the child's full name, reason for absence (e.g. illness, appointment) and the expected duration of absence.

Unexplained Absences

If a child is absent without notification, we will attempt to contact the parent/carer using the primary contact number provided. If we are unable to reach the parent/carer, we will attempt to contact the secondary emergency contact provided. All contact attempts and outcomes will be recorded in the child's attendance record. If we are unable to make contact and have concerns about the child's welfare, we will follow our safeguarding procedures.

Prolonged Absences

A prolonged absence is defined as 2 consecutive sessions of absence without a valid explanation. If a child is absent for a prolonged period, we will:

- Make repeated attempts to contact parents/carers and emergency contacts
- Send a written communication (e.g., email or letter) to the parent/carer
- Consider a home visit, if appropriate and following internal procedures which could include the withdrawal of the child's nursery placement
- Consult with our safeguarding lead if there are concerns about the child's welfare.

Illness

If your child is unwell, please keep them at home to prevent the spread of infection. Please inform us of any contagious illnesses, such as chickenpox, measles, or COVID-19. Children should not return to the setting until they are symptom-free or as advised by a medical professional.

Late Arrival/Early Collection

Please inform us if your child will be arriving late or collected early. Late arrivals can disrupt the learning environment, so we encourage punctuality. Only authorised persons can collect children. Please inform us of any changes to collection arrangements.

Late Collection

With Courage, flourish. With Compassion, we care. With Creativity, we learn

It is important that you arrive on time to collect your child. If for any reason you are unable to, please arrange for a family member or friend to collect your child and inform the school. In the unlikely event that you are unable to make alternative arrangements, you will incur a charge for late collection.

Safeguarding

Staff are trained to identify and respond to safeguarding concerns. Any concerns about a child's welfare will be reported to the designated safeguarding lead. We will follow our safeguarding procedures and work with relevant authorities as necessary.

Review

This policy will be reviewed annually or as needed to ensure its effectiveness and compliance with relevant legislation.