

Attendance and Punctuality Policy (Nursery)



Wistaston Academy
Primary and Nursery School
Together We Learn • Together We Achieve

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Attend to Achieve

Rationale

Nursery education provides a vital foundation for children's learning and development. To gain the maximum benefit from their nursery place, it is important that children attend regularly and arrive on time. Good attendance at nursery establishes positive habits and attitudes to learning, supports children's emotional wellbeing and social development, and provides the foundations for future success in school.

As an academy nursery, Wistaston Academy offers funded early education places and has a duty to ensure that places are used effectively and that children receive the full benefit of the provision available to them.

Our Expectations for Attendance

We aspire for all children attending our nursery to achieve attendance of at least 95%, recognising that regular attendance is essential in supporting children's learning, development and wellbeing.

We encourage all children to attend every day that they are fit and well enough to do so. Good attendance promotes:

- Secure relationships with adults and peers;
- Consistent progress in learning and development;
- The development of routines and independence;
- Positive attitudes towards education and school life.

Promoting Good Attendance and Punctuality

The school works closely with parents and carers to promote good attendance and punctuality. Attendance is monitored regularly by the Nursery Teachers, the EYFS Assistant Principal and the Attendance and Welfare Officer.

All parents and carers will be made aware of this policy and asked to sign a Home-School Agreement confirming their acceptance of the school's expectations regarding attendance and punctuality.

To encourage positive habits, children who demonstrate good attendance, excellent punctuality or significant improvements in attendance will receive recognition and praise for their commitment to learning.

Attendance information will be shared with parents and carers during review meetings and attendance data will be included in children's end-of-year reports and passed on to their receiving school.

Reporting Absence

If a child is unable to attend nursery, parents and carers should notify the school by telephone before 9.00 a.m. on the day of absence and provide a reason for the absence, including details of any illness or symptoms. Contact must be made with school each day your child is absent. Where no notification is given, the school will telephone the parent/carer or other listed contact and complete a home visit. After a lengthy illness, or where absence is a concern, we may ask parents to send in a doctor's note or letter and evidence that medicines have been prescribed.

Communication with school is extremely important in supporting your child. Try to make any dental/GP appointments outside of school time.

Punctuality

The nursery school day begins at 8:30 a.m.

Children are expected to arrive promptly. Arriving on time helps children settle quickly into routines, supports their emotional wellbeing and ensures they do not miss valuable learning opportunities and social experiences.

Children arriving after the session start time should report via the main reception office.

Persistent lateness will be discussed with parents and carers so that any barriers can be identified and support offered where appropriate.

The nursery school day finishes at:

- 11.30 a.m. for morning sessions; and
- 3. p.m. for extended sessions.

If parents or carers are delayed due to exceptional circumstances, they should contact the school as soon as possible. Persistent late collection may incur a charge in accordance with school procedures.

Monitoring Attendance

Attendance is reviewed regularly and monitored carefully to identify any emerging concerns or patterns of absence.

Attendance of 90% or below is regarded nationally as Persistent Absence. However, the school may intervene before attendance reaches this threshold if patterns of absence begin to emerge.

Where attendance becomes a concern, the school will work in partnership with parents and carers to understand the reasons and offer appropriate support.

Where attendance falls below 90% during any half-term period, parents and carers may be invited to attend a meeting with the EYFS Assistant Principal and/or Attendance and Welfare Officer to discuss the concerns and agree actions to improve attendance. Where concerns persist, parents and carers may be invited to meet with the Principal.

Holidays and Extended Absence

We strongly discourage holidays during term time as they interrupt children's learning and routines.

As nursery places are funded by the Local Authority, regular attendance is expected. Parents and carers should notify the school in writing if they intend for their child to be absent for an extended period.

Where there are prolonged or repeated periods of absence and limited engagement with the school, the school may review whether the nursery place continues to meet the needs of the child and family. Any decision regarding the continuation of a nursery place will only be considered following discussion with parents and carers and consideration of individual circumstances.

Safeguarding and Attendance

The school recognises that attendance is an important safeguarding matter. Children who do not attend regularly may be more vulnerable and may miss opportunities to receive support.

Attendance is therefore monitored carefully and concerns may be discussed with relevant professionals and agencies, in accordance with the school's safeguarding procedures, where appropriate.

The school is committed to working in partnership with families to promote good attendance and ensure that every child has the opportunity to thrive and make the most of their nursery experience at Wistaston Academy.