



ST JOSEPH'S NURSERY
September 2025

ATTENDANCE POLICY

1. Policy Statement

St Joseph's Nursery is committed to promoting regular and consistent attendance for all children attending the setting. Regular attendance is essential to support children's learning, development, wellbeing, social interaction and ability to establish secure routines.

The Nursery expects parents and carers to work in partnership with the setting to ensure that children attend all sessions for which they are registered.

This policy has been developed with reference to the attendance principles and expectations promoted by Cheshire West and Chester Council.

2. Registered Sessions

When a child is offered a place at St Joseph's Nursery, the child will be registered for an agreed pattern of attendance, including specific days and hours.

Children are expected to attend the Nursery on all days and for all hours for which they are registered.

The agreed sessions form part of the terms on which the Nursery place is offered. Parents and carers should therefore ensure that their child attends their allocated sessions regularly and punctually.

A Nursery place should not be regarded as an occasional or ad-hoc arrangement. Places are limited and are allocated on the expectation that the agreed sessions will be used consistently.

3. Punctuality

Children should arrive at Nursery at the agreed start time and be collected promptly at the end of their registered session.

Persistent lateness can disrupt the child's learning and settling into the Nursery routine and may also impact on the smooth running of the setting.

Parents and carers are expected to notify the Nursery if they are unexpectedly delayed.

4. Absence



If a child is unable to attend a registered session, the parent or carer must notify the Nursery as soon as possible and provide a reason for the absence.

The Nursery will record all absences and monitor attendance regularly.

Where an absence is unexplained, the Nursery will make contact with the parent or carer to establish the reason for the absence.

5. Regular Attendance

Parents and carers are expected to ensure that their child attends their registered sessions regularly.

Frequent or repeated absence may have an impact on:

- * The child's learning and development;
- * Their ability to establish consistent routines;
- * Their relationships with peers and staff;
- * Their emotional wellbeing and sense of belonging;
- * The child's overall experience of Nursery.

St Joseph's Nursery will work with parents and carers to identify and address any barriers that may be affecting a child's attendance.

6. Monitoring Attendance

Attendance will be monitored by the Nursery as part of its normal attendance and safeguarding procedures.

Where a pattern of absence develops, the Nursery may:

1. Contact the parent or carer to discuss the attendance concern;
2. Seek to establish whether there are any underlying reasons for the absences;
3. Offer appropriate support or guidance where possible;
4. Agree actions with the parent or carer to improve attendance;
5. Continue to monitor attendance over an agreed period; and
6. Review the child's continued Nursery placement where attendance remains unsatisfactory.

The Nursery will seek to address attendance concerns at an early stage and will work in partnership with families wherever possible.

7. Persistent or Routine Non-Attendance

A child attending St Joseph's Nursery is expected to attend their registered sessions on a regular basis.



Where a child is routinely absent from their registered sessions, without an agreed or appropriate reason, the Nursery will review the use of the child's place.

Parents and carers will normally be contacted where attendance becomes a concern and will be given the opportunity to discuss the circumstances with the Nursery.

Where attendance continues to be persistently poor despite discussions and appropriate support, St Joseph's Nursery reserves the right to withdraw the child's Nursery place.

This is necessary to ensure that limited Nursery places are used effectively and are available to children who require and regularly attend their allocated provision.

Any decision to withdraw a place will take account of the individual circumstances of the child and family and will be made by the Headteacher or an appropriately authorised member of the school leadership team.

8. Illness and Medical Circumstances

The Nursery recognises that children will occasionally be unable to attend due to illness or medical appointments.

Parents and carers should notify the Nursery as soon as possible when a child is unable to attend due to illness or another unavoidable circumstance.

Where a child has an ongoing medical condition or circumstances that may significantly affect attendance, parents and carers are encouraged to discuss this with the Nursery so that appropriate support can be considered.

9. Planned Absence and Holidays

Parents and carers should inform the Nursery in advance of any planned absence.

Parents and carers should be aware that regular absence, including absence for holidays or other non-essential reasons, may have an impact on a child's attendance record and their continued use of their Nursery place.

Requests for planned absence will be considered in accordance with the Nursery's arrangements and the individual circumstances of the child.

10. Safeguarding and Unexplained Absence

Regular attendance is also an important safeguarding measure.

Where a child who is expected to attend does not arrive and the Nursery has not received an explanation, the setting will make reasonable attempts to contact the parent or carer.



Where necessary, the Nursery will follow its safeguarding procedures and any relevant Cheshire West and Chester Council procedures concerning children who are absent from education.

11. Partnership with Parents and Carers

St Joseph's Nursery recognises the importance of working positively with parents and carers.

Parents and carers are encouraged to contact the Nursery at the earliest opportunity if there are circumstances affecting their child's attendance.

The Nursery will seek to understand individual circumstances and, where appropriate, provide support to help families establish and maintain regular attendance.

12. Responsibility of Parents and Carers

Parents and carers are responsible for:

- * Ensuring their child attends all registered Nursery sessions;
- * Ensuring their child arrives and is collected at the agreed times;
- * Informing the Nursery promptly when their child is unable to attend;
- * Providing an appropriate reason for any absence;
- * Working with the Nursery to address attendance concerns; and
- * Informing the Nursery of any circumstances that may affect their child's ability to attend regularly.

13. Nursery Place

The allocation of a Nursery place is made on the understanding that the child will attend the agreed sessions on a regular basis.

Persistent or routine non-attendance may result in the child's Nursery place being reviewed and, where appropriate, withdrawn.

Parents and carers will be informed of significant attendance concerns and, wherever possible, will be given the opportunity to improve attendance before a place is withdrawn.

14. Conclusion

St Joseph's Nursery is committed to ensuring that every child has the opportunity to benefit fully from their Nursery education.

Regular attendance is a shared responsibility between the Nursery, parents and carers. By attending their registered sessions consistently, children are better able to develop positive



relationships, establish routines and make the most of the learning and development opportunities provided by the setting.

All children attending St Joseph's Nursery are expected to attend the days and hours for which they are registered.