



## **Marshmallows Nursery Policy Attendance**

### **Introduction**

#### **Purpose of the Framework**

This framework outlines expectations for promoting regular and punctual attendance for all children attending our nursery provision. Attendance in the Early Years is essential for supporting child development, ensuring safeguarding, and preparing children for lifelong learning.

#### **Statutory and Regulatory Context**

This framework is informed by the following statutory guidance and legislation:

- **Statutory Framework for the Early Years Foundation Stage (EYFS)** (DfE, 2024)
- **Working Together to Safeguard Children** (HM Government, 2018)
- **Ofsted Education Inspection Framework (EIF)** (Ofsted, 2023)
- **Children Missing Education - Statutory Guidance** (DfE, 2016)
- **Education Act 1996, Section 7** - Parental duty to ensure full-time education

#### **Aims and Objectives**

- Promote regular, punctual attendance from the earliest stage of education
- Encourage a shared commitment to attendance between staff and parents
- Set clear procedures for reporting, recording, and responding to absences
- Support early identification and intervention for persistent absence
- Ensure robust safeguarding procedures in relation to absence

### **Principles of Good Attendance in Early Years Importance of Attendance in EYFS**

Attendance supports:

- Children's speech, language and communication development
- Consistency of routine and relationships with key adults
- Emotional wellbeing and behavioural development

- Early preparation for school expectations and transitions

### **Role of Parents in Supporting Attendance**

In line with EYFS and the Education Act, parents are expected to:

- Ensure regular attendance to promote consistent routines and development
- Notify the school of absence promptly and consistently
- Work with staff to overcome any attendance difficulties

### **Attendance Expectations/Attendance Requirements**

- Children are expected to attend all agreed sessions, whether funded or privately paid
- Attendance of **96% or above** is preferable in line with the school's attendance policy
- Patterns of attendance should be consistent and regular to support child wellbeing
- Funding could be compromised once attendance **falls below 80%**

### **Punctuality**

- Children should arrive on time to facilitate their participation in the setting's routine
- Late arrival can disrupt a child's learning and staff's ability to manage the day effectively
- Frequent or unexplained lateness will be discussed with parents

### **Reporting and Recording Absence**

#### **Reporting Procedures**

- **Parents should call the school office phone number every day** their child is absent
- Calls should be made **before 9:00am** where possible

If parents do not call to report an absence:

- Office staff will call parents within **one hour** of the missed session start time
- If there is no answer, office staff will call again **before lunchtime**
- If there is still no answer after the second call, **an email will be sent to the parent**
- **If no response after the second call or email, the absence will be recorded on CPOMS before the end of the day to alert the Designated Safeguarding Lead (DSL)**

#### **Recording Absences**

- Registers are taken daily by key persons and reviewed by the attendance lead

- Absences are recorded using the school's management information system
- Records are retained in line with data protection and safeguarding policies

## **Authorised and Unauthorised Absences**

### **Definitions**

**Authorised Absences** may include:

- Illness or medical appointments
- Family bereavement
- Religious observance
- Holidays during term time

**Unauthorised Absences** include:

- Frequent or non-specific absences without explanation
- Non-attendance for avoidable reasons

### **Term-Time Holidays**

- Holidays during term time will be allowed for nursery children
- Parents are expected to inform the school in advance for safeguarding purposes

## **Monitoring and Intervention**

### **Attendance Monitoring Process**

- The attendance lead reviews attendance weekly to identify emerging patterns
- Records are analysed termly to monitor trends and improvements
- Attendance below **90% over a half-term** will initiate further investigation

### **Persistent Absence**

- Persistent absence is defined as attendance below 90%
- Individual meetings with parents will be arranged to discuss concerns and offer support
- Attendance improvement plans may be used where appropriate

### **Referral and Escalation**

- After **3 consecutive days of unexplained absence**, a welfare call or home visit may be arranged
- Safeguarding concerns will be escalated to the Designated Safeguarding Lead (DSL)
- The Local Authority may be notified where a child is at risk of being categorised as missing education

## **Safeguarding Considerations**

- Prolonged or frequent absence without explanation may be a sign of safeguarding risk
- The DSL monitors unexplained absences alongside senior leaders
- Records of non-attendance are considered within the context of a child's overall wellbeing and safety
- The attendance register forms part of the child protection record when appropriate

## **Roles and Responsibilities**

### **Parents and Carers**

- Ensure that their child attends all agreed sessions
- **Call the school office phone number every day** their child is absent
- Cooperate with staff on any agreed actions to improve attendance

### **Nursery Staff**

- Accurately record attendance and follow up concerns promptly
- Communicate the importance of regular attendance with parents
- Provide continuity and a welcoming environment to support attendance

### **Senior Leadership Team**

- Monitor attendance data and ensure procedures are followed
- Lead interventions for individual cases as needed
- Liaise with LA and safeguarding teams where necessary

### **Designated Safeguarding Lead (DSL)**

- Oversee the monitoring of attendance for safeguarding purposes
- Coordinate welfare checks and referrals
- Record attendance concerns as part of the safeguarding record

### **Support for Families**

- The nursery will offer support to families experiencing barriers to attendance, including:
  - Access to early help services
  - Links with health professionals
  - Support for establishing routines and transitions
- Individual attendance support plans may be developed to enable regular attendance

### **The Role of the Local Authority**

- Monitor funded entitlement attendance and may request information on patterns

- Intervene where persistent non-attendance may prejudice a child's educational development
- Offer guidance to families and early years settings to avoid loss of funded places

### **Equality and Inclusion**

- The policy is applied with sensitivity to the needs of all children and families
- Attendance expectations are explained clearly to families with English as an Additional Language
- Children with SEND or medical needs are supported through individual plans to achieve regular attendance

### **Policy Review and Communication**

#### **Communication with Parents**

- The attendance policy is shared with all parents during induction
- Reminders are sent to reinforce the importance of good attendance via newsletters and are included in communications via online platforms
- Translations or accessible formats available on request

#### **Review Cycle**

- The policy will be reviewed annually, or following updates to DfE or statutory guidance
- Stakeholder feedback (staff, families, local authority) will be considered during review
- Any changes will be communicated clearly and promptly to all parents and carers

### **Attendance monitoring procedure if parents do not call to report an absence;**

- 1) Office staff will call parents within one hour of the missed session start time

- 2) If there is no answer, office staff will call again before lunchtime
- 3) If there is still no response after the second call, an email will be sent to the parent
- 4) If no response after the second call or email, the absence will be recorded on CPOMS before the end of the day to alert the Designated Safeguarding Lead (DSL)

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