Kingsway Early Years Nursery
Valley Gardens
Kingsway
GL2 2AR
Tel: 01452 725293
e-mail: nursery@kingsway.gloucs.sch.uk

Attendance Policy

Governor Committee Responsible:	Business Management (Pay Committee)	**Staff Lead:**	Mr L Pajak Headteacher
Status	Statutory	**Review Cycle**	Annual
Last Review by FGB	29th September 2025	**Next Review date**	September 2026

This policy is based upon the latest guidance from EYFS Sept 2025

Aims and objectives

At Kingsway Primary School we believe that improving attendance is everyone's business and that providing a calm, orderly, safe and supportive environment where all pupils want to be and are keen and ready to learn is the foundation of securing good attendance. Working together to put the right support in place at the right time, in conjunction with all staff in nursery, school, parents/carers, pupils, Gloucestershire County Council and other local partners, we aim to remove any barriers to attendance by building strong and trusting relationships.

Regular attendance is fundamental to the future success of children. We expect pupils to be in nursery for every allocated session.

Our objectives are to promote good attendance, ensuring every pupil has access to the full-time education to which they are entitled. By acting early to address patterns of absence we aim to reduce absence, including persistent and severe absence.

Legislation and guidance

Regular attendance is essential to ensure that every child benefits fully from their early years education. This policy outlines our expectations and procedures for managing attendance in a way that supports the well-being, learning, and development of all children.

- This policy meets the requirements of the https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2 from the Department for Education (DfE).

Roles and responsibilities

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the nursery to report their child's absence before 9.00am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the nursery with more than one emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Proactively engage with support offered informally or formally to help your child overcome any barriers to attendance

The governing body is expected to:

- Recognise the importance of nursery attendance and promote it across the school's ethos and policies
- Ensure school/nursery leaders fulfil expectations and statutory duties
- Regularly review attendance data, discussing and challenging trends, and helping school leaders focus efforts on the individual pupils or cohorts who need it most
- Ensure nursery staff receive adequate training on attendance
- Hold the head teacher to account for the implementation of this policy
- Our Link Governor for attendance is also our Safeguarding Governor (Laura Gardner).

The nursery manager is responsible for:

- Implementation of this policy at the nursery
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- To promote consistent attendance and punctuality.
- To work in partnership with parents/carers to support regular attendance.
- To monitor attendance patterns and take early action where necessary.

Attendance expectations

- Children are expected to attend all their scheduled sessions unless there is an unavoidable, valid reason.
- We encourage parents to maintain regular routines and avoid non-essential absences during term time.
- All absences should be reported to the setting as soon as possible, ideally by 9:00 AM on the day of absence.

Notification of absence

Parents/carers must:

- Notify the setting by 9am on the day of absence by phoning 01452 725293 or emailing nursery@kingsway.gloucs.sch.uk if your child will not be attending nursery. Please provide a brief explanation for the absence and expected return date.

- Provide the reason for absence (e.g., illness, family emergency, and holiday).
- Inform us in advance of any planned absences such as medical appointments or holidays.

Illness and Infectious diseases

- If your child is prescribed Anti-Biotics they are not advised to come into Nursery for **48 hours**.
- In the case of infectious illnesses, children must be kept at home for the recommended exclusion period to prevent spread.

Holidays during term time

- Holidays during term time are discouraged.
- Parents must email the setting in advance.
- Extended or repeated absences may impact a child's place in the setting, depending on funding requirements and attendance levels.
- If you choose to take your child on holiday during the term, please be advised that you will still incur any charges that you would normally incur for your child's care e.g. lunch fee, late collection or any paid sessions above your allocated funding.

Monitoring attendance

- Attendance is recorded daily and monitored regularly.
- Patterns of frequent absence or lateness will be discussed with parents/carers.
- Persistent absence (e.g., below 90% attendance) may trigger further review and meetings to explore support options.

Lateness

- Children should arrive on time for their scheduled sessions.
- Repeated lateness can disrupt a child's routine and impact group activities.
- Parents/carers will be contacted if lateness becomes frequent.

Safeguarding

- Unexplained or prolonged absences will be followed up in accordance with our Safeguarding and Child Protection Policy.
- In some cases, we may be required to make referrals to relevant services if we are concerned for a child's welfare such as to local children's social care services and/or a police welfare check be requested.

Funded places

- Children in receipt of government-funded hours (e.g., 15 or 30 hours) are expected to maintain regular attendance.
- Non-attendance without valid reason may result in a review of continued funding.

This policy will be reviewed as guidance from the local authority or DfE is update, and as a minimum annually by the Head teacher. At every review the policy will be approved by the full governing body.