

Current Policy Date: December 2025

Review: Every 3 years

Date of Next Review: December 2028



ATTENDANCE AND REGISTRATION POLICY

It is vital for Health and Safety that we know at all times which children are at nursery in each session.

For children to gain the most from nursery it is important that they attend regularly every day for the hours stated. We strongly encourage regular attendance as we believe it has a positive impact on social inclusion and effective learning.

Governors appreciate that nursery is a non-statutory phase of education, and therefore understand that families may want to take holidays in term time. When families request an extended holiday (more than one month), they will be reminded that their child's place may be withdrawn and offered to another child on the waiting list.

Implementation

1. The Admin Assistant is responsible for keeping attendance patterns on SIMS up to date and for printing register sheets for each week.
2. The register sheet will be marked at the beginning of each session by the teacher or other senior member of staff present.
3. The register must be marked in accordance with the instructions provided by the DfE*:

O	absent
/	present morning session
\	present afternoon session
L	late arrival to either session
B	off site educational activity (eg Forest School)
V	educational visit or trip
I	illness
M	medical appointment
R	religious observance
C	other circumstances authorised by school, including holidays authorised by school

* Please refer to Working Together to Improve School Attendance (publishing.service.gov.uk), page 76 onwards for the full definition of codes available.

4. At 9.15am and 1.00pm the register for that session will be closed and any child arriving after this time will be marked as late.
5. The total number of children present for each session must be recorded when the register is closed.
6. When a child leaves before the end of a session, their mark will be highlighted and class numbers adjusted in case of fire evacuation.
7. The school Admin Assistant will ensure that the current address and telephone contact details for each child are placed in the register folder.
8. Parents will be informed about attendance expectations and requested to notify nursery on the first day of absence if a child will not be attending nursery stating reason/s.
9. Where a child is absent without a message being received, the absence will be followed up by the Admin Assistant and notes kept on SIMS. This will include a note if it was not possible to reach the family, when the Admin Assistant will also inform the teaching staff.

10. If there are safeguarding concerns connected with an absent child, the Designated Safeguarding Lead will be informed.
11. Where a child is on any form of Child Protection all absences will be followed up in line with any Protection Plan.
12. Where there are difficulties with regularity of attendance/time of arrival/collection, the nursery staff will work with the parent/carer to try and support them in resolving problems.
13. Parents of children attending breakfast, lunch and tea club and shorter sessions will sign them in or out as appropriate.