



Attendance Policy

“Attendance is everyone’s responsibility”

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For the purposes of this document Guildford Nursery School will be referred to as GNS. When we say “parent” we mean “parents and carers”.

Although education for children of nursery age is non-statutory, at GNS we believe that the children benefit from regular attendance in the following ways, to:

- develop their confidence and their relationships with others outside of the family.
- establish a good routine and consistency which is essential once they transfer to primary school.
- enable them to gain maximum benefit from the education offered at a maintained nursery school.

Children’s attitude to school is learnt from their parents, therefore, it is essential for a positive, responsible example to be set by the parents from the outset of their education.

Attendance levels are monitored as part of our safeguarding procedures. **We have a statutory duty to promote the safety and welfare of children. An important way to safeguard children is to ensure they attend school regularly.** All staff work closely with the parents to deal with any problems connected with poor attendance. Attendance is monitored frequently and attendance percentages notified to the Headteacher, Assistant Headteacher (SENCo) and Key People. If any attendance is of concern, this will be discussed with parents. Attendance trends are monitored by the Governing Body each term.

Registration

Key People, led by teachers, are responsible for completing the registers each morning and afternoon. The registers will be completed by specific times each day and these times will be communicated to parents. Parents, who arrive with children after this time, must report to a member of staff so that the children can be marked as late.

Absence

Parents are asked to inform us if a child is absent, either beforehand (in the case of medical appointments, holidays, school visits etc.) or on the day. Reasons for absence will be recorded on the Studybugs app initially which syncs daily using the relevant code to the Schools Information Management System and CPOMS, which will be reviewed by Headteacher, Assistant Headteacher (SENCo) and Key People regularly. If parents have failed to make contact with us by 9.30am or 1.15pm (for afternoon sessions) on the first day of their child’s absence, the office staff will telephone parents.

All staff are responsible for attendance and will be alert to absences or patterns and raise these through the appropriate internal channels to be followed up and monitored more closely.

If there is cause for concern, or a child is persistently absent, the Headteacher will discuss this with the parents in order to agree a plan of action which may include contacting Health, Social Services or other appropriate professionals.

Extra-curricular activities must be planned outside the nursery sessions as this is disruptive for the child and does not provide consistency for them.

For all fully funded places, FEET (Funded early education for two-year old's), FEE (Funded early entitlement) or WT (Working Entitlement), it is expected that parents will commit to the allocated session and their children attend for the full entitlement.

If, after the Headteacher has made considerable efforts to encourage the parents to bring the child to school, in consultation with the Governing Body, the place will be withdrawn. In all instances, the welfare and needs of the child are given the highest consideration.