

**Stockingford  
Nursery School**

# **NURSERY SCHOOL ATTENDANCE POLICY & PROCEDURE**

**Passed and adopted by Governing Body:**

Signed:

Dated: 22.11.25

**Updated November 2025**

**Next Review: November 2026**

## **Attendance Policy and Procedure**

Good attendance plays a fundamental role in supporting children's educational achievements and well-being, and in keeping children safer. Regular, prompt attendance leads to the greatest benefits in terms of a child's early learning and development. This phase of learning is crucial for a child's development and we know how much progress they can make when they fully participate in our early educational offer.

Although attendance at nursery is not statutory and there is no legal duty for a child to attend; regular attendance is expected if you take a place at our nursery school. Establishing regular routines for young children supports the settling in process and enhances their sense of security and belonging. It also establishes a consistent routine of going to school regularly and being on time, which supports them to make a smooth and positive transition to Reception. **For pupils with part-time places, we continue to promote the importance of regular attendance.**

This policy sets out the procedures in place to promote and monitor attendance at Stockingford Nursery School and the steps that will be followed if a child is absent. It also explains the importance and benefits of regular attendance.

### **Our Aims:**

- ❖ To create a culture where good attendance and punctuality is 'normality' and valued by all
- ❖ To value the individual and be socially and educationally inclusive
- ❖ To be consistent in the implementation of our policy and procedures for recording and monitoring attendance.
- ❖ Work effectively with parents, children and partners through building trusted relationships to work together to remove barriers to attendance.
- ❖ To aim for a consistent attendance of at least 85% at our nursery school.

### **To promote good attendance at Stockingford Nursery School we will:**

- ❖ Convey clearly to parents through a range of media that regular attendance and punctuality is essential and, in the child's, best interest and that unexplained absence will be investigated.
- ❖ Keep records of attendance which provide accurate information on actual attendance and lateness to enable monitoring and evaluation, so that emerging patterns are addressed.
- ❖ Build on existing, good practice that fosters a positive attitude to good attendance by quickly responding to children's absence, recognising and celebrating 'good' and 'improving' attendance.
- ❖ Target attendance and lateness where there has been an issue and aim to set in place strategies and techniques to support and ensure improvement.

### **Working with Parents:**

- ❖ The **school** will make its policy on attendance clear for families through sharing information and expectations prior to admission. The attendance policy will also be published on the Stockingford Nursery School website <https://www.stockingfordnurseryschool.co.uk>

- ❖ The systems and procedures in place to promote children's attendance and punctuality will continue to be shared with parents at a universal level through parent's newsletters, parent's app, website and letters.
- ❖ Attendance Champions will robustly monitor attendance and will work with parents to address specific aspects of attendance or punctuality, which cause concern through discussion or where appropriate, standardised letters will also be used.
- ❖ Attendance is monitored at least half-termly, in line with the Department for Education expectations for Schools.

### **Lead Attendance Champion**



**Katherine King - Head Teacher and Designated Safeguarding Lead**

### **Deputy Attendance Champions**

#### **Little Nursery**



**Jo Stubbs – DSL**

#### **Big Nursery**



**Tina Shepherd - DSL**

The Senior Leadership Team, teachers, key persons' and admin staff all work together in partnership to monitor and support families to drive forward improvements to attendance. If there is a reason why your child is 'not attending', **parents/carers are expected to** make contact as soon as possible so that we can help to resolve this with a plan to move forwards.

### **Recognising the factors affecting attendance.**

Whilst attendance at our nursery is not statutory, authorised absence is only normally granted in the following circumstances:

- ❖ Illness of the child
- ❖ Illness of siblings or parents
- ❖ Health Service Appointments

- ❖ Holidays
- ❖ Religious Observance
- ❖ Emergency Circumstances
- ❖ Exceptional family circumstances authorised by Attendance Lead

Where these circumstances arise, parents should inform the nursery on the first day of absence or prior to the first day of absence. Parents/Carers should inform the school for planned attendance leave and 'Leave of Absence' forms should be submitted to the Headteacher in advance requesting authorisation for their leave.

## **Non-attendance**

At times children are unwell or cannot attend. Parents need to ensure that their children are fit and well enough to attend their nursery session and should not be on site if they are unwell. If you let us know in advance and there is a specific reason why e.g. medical this is known as an 'authorised absence'. Childhood illness absence will not trigger absence escalation concerns via our monitoring process if they are communicated to us. It is important that you contact us to let us know that your child will not be in school from the first morning of their absence. We may ask what type of symptoms or illness your child has, to support us to look for clusters of illness or communicate information to other families as appropriate. Children with illnesses or health care needs may be signposted to seek medical guidance from medical professionals e.g. GP, hospital, 111, pharmacy or Health Visitor to support their recovery.

## **Children with health needs who cannot attend school**

Stockingford Maintained Nursery School aims to support the local authority to ensure that all children who are unable to attend our school due to health needs, continue to have as much access to early years education as their medical condition allows, to enable them to reach their full potential. Health needs may include physical health issues, physical injuries, mental health problems, emotional difficulties, progressive conditions, terminal illness or chronic conditions. Due to the nature of their health needs, some children may be admitted to hospital for short-term or long-term care.

We recognise that whenever possible, pupils should receive their education within their school, so we will plan to reintegrate pupils back into our school as soon as they are well enough. We understand that we have a continuing role in a pupil's early education whilst they are not attending our nursery school, so will work together with the local authority, healthcare partners and families to ensure that all children with health needs receive the right level of support to maintain links with their early education e.g. regular update meetings & home learning packs. The Headteacher will provide a link between pupils and their parents, the early years advisory team and medical professionals. When a pupil is considered well enough to return to school, we will develop a tailored reintegration plan in collaboration with the local authority, medical professionals and family. The school will consider whether any reasonable adjustments will need to be made to provide suitable access to the school and curriculum for the pupil. A pupil unable to attend school because of their health needs will not be removed from the school register without parental consent or guidance from health professionals or the early years advisory team.

## **Monitoring attendance and punctuality**

Records of children's attendance are accurately kept and regularly monitored to ensure that we can identify any potential problems and look for patterns. All managers and staff are alert to signs that children and learners are missing, might be at risk of abuse or neglect, and appropriate action is taken when children and learners stop attending.

At Stockingford Nursery School, we are aware that attendance is not statutory, but that non-attendance could be an indicator of other concerns. The DSL's/SLT are particularly aware of the need to monitor groups such as children who are in receipt of 2-year funding, and those for whom we receive early years pupil premium, as these groups are considered to be vulnerable learners.

### **Procedures in place to record, monitor and follow up non-attendance:**

- ❖ Daily registration – Registration will be completed at the beginning of each session within 10 minutes of the start time. Children's attendance or non-attendance will be recorded along with any lateness.
- ❖ Non-Attendance - If a child is absent and we are informed of their reason for absence, this will be recorded on the register. Parents are asked to contact the school of their child's absence – Parents can use the app, phone or email (using the parents email address). There is a regular reminder on newsletters about promoting positive attendance. During the transition process attendance features in our prospectus, Welcome Meeting and is promoted by the key person during the child's home visit. If a child is absent without an explanation, the Nursery School will contact parents/carers to establish the reason for their absence. It is really important that we know about each child's absence from the very first day it occurs, otherwise we have a statutory duty to begin to treat 'unexplained absence' as a concern and follow a process under our safeguarding arrangements.

### **When we do not hear from you, we will take the following steps:**

On the first day of any unexplained absence, a member of the team will contact you via the Parents App. This will be followed up with further app messages and telephone calls or emails until we establish the nature of the absence.

### **If we cannot make contact with you the following steps will apply:**

1. Within the first 3 days any unexplained absence is further acted upon by the admin team, Attendance Champions, teachers/SLT with telephone calls to parents/carers work or training provider will be made. Calls to other emergency contacts including family members listed as emergency contacts will be made to try and establish why the child is absent and to signpost the parent/carer to contact the Nursery School immediately. Cross checks with sibling's schools, nurseries/childcare providers or childminders will be made to establish if they can confirm the child's whereabouts.
2. If contact cannot be made by Parents App, email or telephone, a home visit, may be carried out to explore the safety of the child. If no contact is made with the family at this home visit a contact postcard will be posted through the door.

3. If following this, no contact is made, and there is cause for concern that the child's whereabouts still remains unknown, the health visiting service, child's GP, Child and Family Services will be contacted to ascertain if family support may be needed.
4. An email will be sent to the Warwickshire Early Years Safeguarding Advisor, stating that the child is potentially missing in education. Email address [earlyyearsadvisors@warwickshire.gov.uk](mailto:earlyyearsadvisors@warwickshire.gov.uk) If there are concerns that the child may be at risk of harm, we will follow our safeguarding procedure and contact Warwickshire Childcare and Families Front Door for a consultation. This may trigger a Police Safe and Well check. Children and Families Front Door contact details 01916 414144 (Monday-Thursday 8.30am – 5.30 pm, Friday 8.30am – 5.00pm) If there is an immediate risk of harm to the child, then call 999. Outside Office hours, call the Emergency Duty Team on 01926 886922.
5. After a further week of unexplained non-attendance and no contact, parents/carers are written to and advised that their child's Nursery place is at risk.
6. After a further 2 week period, the place is removed and the 'Child Missing in Education' team are informed, who may decide to act.
7. If at any point during the period of unexplained absence we have concerns about a child's safety or well-being, or believe they may be at risk of harm, we will seek advice from Social Services.

**Your child's place will not be removed if we know the reason for the absence.**

### **Monitoring, evaluation and use of attendance and punctuality data**

Children's attendance patterns will be monitored and reviewed regularly. Concerns which arise through Stockingford Nursery School's monitoring activities will be discussed with the parent or carer. Attendance figures will be published each half-term and will be shared with parents, staff and the Governing body. Children's good and improved attendance will be acknowledged **at our school**. Absence will also be monitored for the health and well-being of children, for example, so that we are aware of outbreaks of illness which need to be investigated, or to warn parents of infections such as german measles or chicken pox. **Monitoring attendance and use of government funded hours may be passed on at the Local Authority's request.**

### **Funded Places**

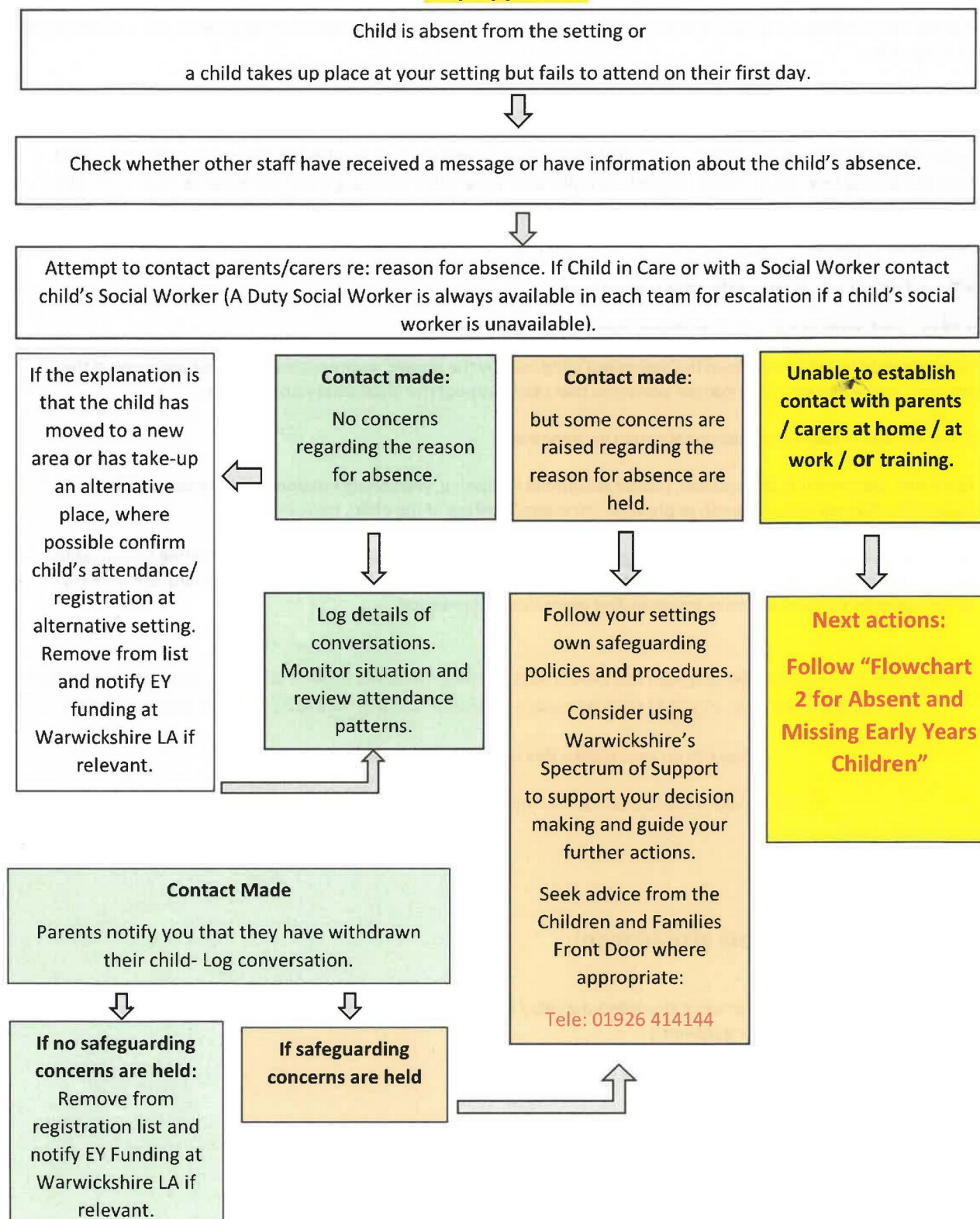
Two, three and four-year-old funding is provided through the local authority. This is public money, and we feel that we have a duty to ensure it is used appropriately. If a place has been reserved but is being used for less than 75% of expected sessions, we reserve the right to offer that place to any child who may be on our waiting list, for example a child who has been allocated 2-year funding, but cannot take up a place because our sessions are full. This way we can be sure to use the funding to its best effect. If your child does not attend for an extended period of time with no reason, money for your child's nursery place will be deducted from our budget. Financial audits are conducted to check this.

We would discuss reasons for absence with parents before retracting the funding offer and will make every effort to work together to encourage them to increase attendance. Funding would only be withdrawn as a last resort.



## Appendix 1

### Flow Chart 1: Actions to be taken if the child is absent with no explanation – a step by step approach.



## Appendix 2

### “Flowchart 2 for Absent and Missing Early Years Children”

At this point you should constantly assess the vulnerability of the child involved.

There is no set time frame to the actions set out in the flow chart below as each individual child will have their own risk factors to consider. Please use the Vulnerability Assessment section within the referral form (Appendix 3, section D) to support you in doing this.

**If at any time the child is at risk of significant harm, contact the Children and Families Front door.**

**01926 414144.**

**Child is absent. Initial attempts to contact parents/carers have been **unsuccessful**.  
Vulnerability Assessment **is completed**.**



#### Undertake Initial Actions:

- Call other emergency contacts to try to establish the whereabouts of the parents/carer and child.
- Email above contacts if relevant.
- If the child has sibling in school, another Nursery, or with a Childminder, contact the Manager/ Lead DSL/ Head Teacher of the setting or school or Childminder to check if siblings are in school/ Nursery / in their care and enquire about siblings' whereabouts.
- **If you have existing relationships with other agencies\* for this child, consider contact to explore any possible risks to child safety or contact they have had? (\* Health Visitors, GP, IDS, Speech, and Language)**



**Contact is made and/  
or whereabouts of  
child is known:**

No further concerns  
regarding reason for  
absence.



Log details of  
conversations.

Monitor situation and  
review attendance  
patterns.



**No further actions  
required at this point.**



**Unable to establish contact through the initial actions above.**

#### Step 2:

Assess the possibility of a visit to the family home if it is safe and practical to do so. Remember ratios and personal safety.

If there is no answer post a card or letter (appendix 2) through the family's letterbox asking them to contact you, as soon as possible.

#### Review the following actions.

- The vulnerability assessment.
- Child's chronology with reference to the Spectrum of Support.
- All reasonable actions taken to contact the family and their Network of support (named contacts and other agencies).

**Are you concerned? Why?**



**Phone the children and Families Front Door to share concerns and seek advice.**

Document the conversation with Front Door and their assessment of the risks.

If still concerned use escalation procedure.



**If the child is believed to be missing the DSL should complete a Children Absent and Missing from Early Education Referral Form and email to**

Warwickshire Early Years Quality, Standards and Safeguarding Team  
[earlyyearsadvisors@warwickshire.gov.uk](mailto:earlyyearsadvisors@warwickshire.gov.uk). Telephone: 01926 42549



## Appendix 3

### Warwickshire County Council Children Absent and Missing from Early Education Referral Form CONFIDENTIAL

Please complete this form when you have followed all the appropriate steps in this guidance, and you have been unable to make contact with the child and family.

If you have concerns that the child may be at risk of harm or significant harm, please contact Children and Families Front Door 01926 414144 or Police 999 without further delay.

Child's Details			
First Name:		Last name:	DOB:
Early Years Pupil Premium: Yes / No	Gender Male / Female	Ethnicity:	NHS Number if known:
Last known address.		Health visitor:	
Postcode:		GP:	
Telephone number:			

Family Information:			
Name of Parent/carer name(s).	Relationship to child.	Parental responsibility.	Contact telephone numbers and email address if known.
		Yes / No	
Name(s) (Siblings):		School / Setting (Siblings):	

Other agencies/services involved. Please tick any that apply.						
Social Worker.	Health Visitor.	Front Door.	IDS.	Ethnic Minority Traveller Service.	Virtual School.	Early Help.
Please tick any that apply:						
Child in Care (CIC).	Child Protection Plan (CP).	Child in Need (CIN).	SEND (Special Educational Needs and Disabilities).	EHCP (Education and Health Care Plan).		

Early Years Provision:	
Early Year Provision attended (contact details).	Date started.
	Date of last attendance.
	Please comment upon attendance.

## Section B

Initial actions taken by the Early Years Provider/Referrer:	
Please ensure that all these actions are completed before making this referral	
Action.	Outcome (Include date completed).
<ul style="list-style-type: none"> <li>• Call parent(s)/carer(s).</li> <li>• Call emergency contacts.</li> <li>• Email above contacts if relevant.</li> <li>• Post a letter/note through the door of the property. (check! Does the property appear to be occupied?)</li> </ul>	

## Section C Agency Checks

Agency checks taken by early years provider/referrer:		
Please ensure that any relevant agencies have been contacted before making this referral		
Agency.	Date of check.	Outcome.
Social workers (linked with family).		
Siblings School(s).		
Other early years provision (e.g., PVI (Private, Voluntary, and Independent) provider, childminder.		
Health Visiting team, Family GP.		
IDS, Speech and Language and others.		
Children's Centre.		
Early Years Funding.		
Services for mothers/fathers/carers.		
Other e.g., housing.		

**Refer to the completed Vulnerability Assessment table (Section D).**

Now use your professional judgement to reflect upon the indicators you have ticked and consider the health, welfare, and safety of the child in question.

Rating scale: On a scale of 0-10 how concerned are you about this child?

No concerns

Very concerned

0

10

*Please indicate this on the line above.*

**If you have reason to believe a child is at risk of significant harm, you should contact The Children and Families Front Door on 01926 414144 in accordance with the Warwickshire's safeguarding procedures.**

### **Section E Professional Judgement – Re: vulnerability of child**

<b>Referrer Details:</b>	
Name or referrer:	Position / Job title:
Setting name:	Leader / Manager's name and details if different to above:
Address:	Ofsted Registration:
Phone number:	
Email address:	
Date of referral:	Signature:

**Due to the highly sensitive nature of this documentation, it should only be returned to Warwickshire Early Years Advisors via email. Please ensure the document is password protected and that the password is sent in a separate email.**

[earlyyearsadvisors@warwickshire.gov.uk](mailto:earlyyearsadvisors@warwickshire.gov.uk)

OFFICIAL



## Section D Vulnerability Assessment:

**Vulnerability Assessment: Please complete the table below to support you in assessing vulnerability**

	<b>Vulnerabilities, Warning Signs &amp; Risk Indicators.</b>	Yes, No or Unknown (Y/N/U)?	Current, Historic or Unknown (C/H/U)?	Child, Family or Both (C/F/B?)	Comment.
1.	Subject to a Child Protection Plan.				
2.	Breakdown of living and/or family relationships.				
3.	Bereavement or loss.				
4.	Social and/or learning difficulties.				
5.	History of abuse / neglect.				
6.	History of sexual, physical and/or emotional abuse.				
7.	History of Mental Health difficulties.				
8.	History of Domestic Abuse / Violence.				
9.	Evidence of poverty and/or deprivation.				
10.	Goes missing from School, Home, or Care.				
11.	Exclusion and/or unexplained absences from setting / school or not engaged in education/ employment/ training.				
12.	Migrant / Refugee / Asylum seeker.				
13.	Low self-esteem / Emotional Health issues (including anxiety related issues, suicidal ideations self-harming, or eating disorders).				
14.	Isolated from peers / social networks (not mixing with their usual friends).				
15.	Displaying inappropriate sexualised behaviours.				
16.	Aggressive behaviour towards others.				
17.	History of being bullied or being a bully.				
18.	Involvement in criminal activities (Possible offending patterns in the family).				
19.	At risk of Child Sexual Exploitation (CSE) (known or suspected).				
20.	Drug / alcohol and/or substance misuse.				
21.	Gang member or association.				

Based on the above indicators, if there are any safeguarding concerns or worries, have you:

- Made a referral to Social Care? Yes / No.
- If so, did you gain consent from parents? Yes / No.



**Appendix 4** Children Absent and Missing from Early Education: Request for Contact Template.



Stockingford Maintained Nursery School  
St Paul's Road  
Nuneaton  
Warwickshire  
CV10 8HW  
02476 383708  
[SLT1041@welearn365.com](mailto:SLT1041@welearn365.com)

Insert Date

Dear Parent/Carer

We have tried to contact you today to discuss an important matter.

Please contact Mrs King – Head teacher as soon as possible.

If we do not hear from you by **INSERT DATE and TIME** (this would normally be the next day)

**We will continue to attempt to contact you and involve other agencies as we are concerned about your safety.**

Yours Sincerely

Katherine King  
Head teacher/DSL