

HUNGERFORD NURSERY SCHOOL



Attendance Policy

To be reviewed: Annually

Policy Agreed: 26.01.2026

To be reviewed: January 2027



Headteacher	Sign: 
	Date: 26.01.2026
Chair of Governors	Sign: 
	Date: 26.01.2026

Date	Description of any changes
15.07.2025	Removal of 'Home Visit' statement, changed 'Holiday Booking form' to 'Planned Pupil Absence' form, clarified expectations and procedures for staff and parents and separated into two sections, formatting changes.
15.01.2026	Procedure for staff contacting parents regarding non-attendance was updated. Monitoring and Reporting section added

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1. Aims and Expectations

Hungerford Nursery School adopts a positive attitude towards attendance. Whilst attendance is not mandatory until a child reaches 5 years old we recognise that regular attendance has an impact on social inclusion, effective learning and builds good habits for the future.

We believe good attendance is essential if children are to be settled and take full advantage of the learning and development opportunities available to them at school. At a young age, continuity and consistency are important contributors to a child's well-being and progress.

We believe that this will best be attained through an effective and meaningful partnership with parents and other professionals.

Aims

- To create a culture where 'good' attendance is 'normal' and valued.
- To value individuals and be socially and educationally inclusive.
- To be consistent in the implementation of our policy and procedures.

Expectations

- Regular and punctual attendance is paramount so that all children have full access to the curriculum.
- Valuable learning time is lost when children are absent or late.
- Children should be at Nursery School, on time, every day that the Nursery School is open for their allocated hours, unless the reason for the absence is unavoidable.
- Dates for attendance will be in line in with West Berkshire Term dates which are displayed on our website.
- Parents are expected to inform school of an absence on the first day and the reason for the absence by calling the office on 01488 682628 or emailing office@hungerfordnursery.w-berk.sch.uk. The register closes at 9.10am each day.
- Messages of absence from parents are passed to the class teacher.
- If no message is received, office staff are expected to follow up absence using the procedures in section 2 (Procedures for Staff)
- Any problems with regular attendance are best sorted out between the school and parents.
- Parents of children whose attendance is inconsistent and generally poor will be contacted by the Headteacher and their future attendance monitored. If there is cause for concern, the health visiting service and/or Multi-Agency Team may be contacted in order to ascertain if family support may be needed. In more urgent cases, social care may be contacted.
- Although attendance at Nursery School is not statutory, authorised absence is only normally granted for emergency situations and medical appointments. All planned absences in term-time must be requested by emailing the school office office@hungerfordnursery.w-berk.sch.uk. Holidays will be marked as such in the attendance register and will be classed as an unauthorised absence.

Please Note: Fees – No refund or reduction is available for sessions not used, missed, either planned or unplanned and places are not transferable. If any parents are having difficulties, they are encouraged to contact the Headteacher.

Links to Charging and Remissions Policy

2. Procedures for Staff

Office Administrator (or another member of office staff in their absence) or office staff to check registers after 9:30am and before 10:00am each morning and make a note of children who are absent. Children who are absent and we have received no communication for will be highlighted on the register.

The following are guidelines to be followed for ALL children who are absent and we have not received communication from parent or carer:

- Office Administrator (or another member of office staff in their absence) will attempt contact with parent/carer via phone call and establish reason for non-attendance and child's likely date for return to Nursery School.
- Office Administrator (or another member of office staff in their absence) to remind parent/carer of our need to know when and why children are absent.
- Reason for absence will be recorded and Class Teacher made aware of absence.
- If contact is not successful after 2 attempts, then Office Administrator (or another member of office staff in their absence) will inform DSL.

If child falls into a safeguarding category, information is recorded on CURA (online safeguarding system) as 'Information Only'. Please see 'Safeguarding' section below for more information and guidance.

Continual Non-Attendance with No Reason

- Head teacher will attempt to contact parent/carer at least weekly for a period of three weeks via phone/letter/home visit. Attempts and record of any conversations to be recorded on CURA.
- Once contact made and concern recognised, offer support for parent/child to enable return to Nursery School.
- Strategies may include: Home visit to discuss issues concerning all involved parties, help with collecting and/or returning child home, changing times of sessions to avoid congested times; support for reintroducing child to sessions.

Prolonged Non-Attendance for One Half Term

- Child to be removed from Nursery School register if place can be filled.
- If place cannot be filled, continue working with parent/carer and other agencies to find a way of encouraging return to school.

Irregular Attendance

- If there are difficulties with regularity of attendance/time of arrival/collection, staff will work with the parents/carer to try and support them in resolving problems.

Recording

- Paper registers are to be filled out daily with absence codes by Nursery School and Office staff.
- The Office Administrator (or another member of office staff in their absence) will monitor these daily.
- Attendance data is uploaded to SIMs on a weekly basis by Office staff.
- If there is a concern then any follow up phone calls, home visits etc, names of people involved and short description of discussions, strategies agreed etc and recorded on CURA.

Monitoring and Reporting

- Office staff will provide a weekly attendance report for the headteacher.
- The headteacher will monitor attendance levels.
- Parents encouraged to aim for 85% attendance which sets good habits for starting school when the expectation for attendance is 96% or higher.

- Persistent absence at Hungerford Nursery School is when attendance falls below 70% of their scheduled sessions.

Persistent Non-Attendance

- Where a child is persistently absent (below 70% of the scheduled sessions) the child's name will be highlighted in the class register.
- Information regarding non-attendance will be recorded
- The headteacher will contact parents of children whose absence has fallen below 70% and encourage parents to raise attendance levels.

Safeguarding Concerns

- Children on Child Protection plans, Children in Need plans or where staff have concerns, will have their name highlighted in the class register.
- If staff have any concern regarding non-attendance they must speak to the Head teacher.
- Headteacher to liaise in the first place with the Family Support Worker and then to consider involvement of Health Visitor, Education Welfare Officer, Behaviour Support Team, Child Guidance, Social Services – depending on individual circumstances – and in consultation with teaching staff.}

3. Procedures for Parents

Illness

If your child is not well and they are unable to attend Nursery School, then please phone us on 01488 682628. In your message please tell us your child's name, class and what their illness is.

If your child has diarrhoea or has been vomiting, then she or he needs to be free of symptoms for 48 hours before coming back to Nursery School. This helps to make sure that other children do not get the same bug as your child.

Holidays during term time

Please note: There are 13 weeks of school holidays. Please make every effort to book holidays during this time. However, if you do intend to take a holiday during term time, please email the school office prior to your holiday so that we can record it accurately.

Other Absences

Your child is authorised to miss Nursery School for a medical or other urgent appointment – but please let us know if this is arranged.

Your child is not authorised to miss Nursery School if you or any other family member has an appointment. Please arrange for a trusted family member, relative or friend to bring your child to Nursery School. If you are finding it difficult to arrange this then please phone us on 01488 682628 and we will try to help.

Please note that no refund is available for sessions not used or missed either planned or unplanned and places are non-transferrable.