



Comper Nursery School

Attendance Policy

Updated:		
Review:		
Signed CoG	<i>Sandra Voisey</i>	Date: April 2026
Print CoG	Sandra Voisey	Date: April 2026
Signed HT	<i>Catherine King</i>	Date: April 2026
Print HT	Catherine King	Date: April 2026



As a local authority-maintained school, we are guided in our approach to attendance by the government document 'Working Together to Improve School Attendance.'

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1099677/Working_together_to_improve_school_attendance.pdf

Our principles

Comper Nursery School staff and governors recognise that nursery education is non-statutory. However, nursery places are a valuable resource, and it is expected that parents/carers will view their children's attendance as a serious commitment to the school and that they will avoid wasting a place which could be used by others.

Children who attend nursery regularly make more secure attachments with staff at the school, are better able to engage with the learning environment and have better early years outcomes.

The school will always strive to provide a healthy balance of supporting and challenging families to improve their attendance, always emphasising the importance of good attendance providing positive outcomes for children.

Attendance figures will be shared regularly on the newsletter for parents and staff to see. This will always be published on the school website.

The Governing body will be provided with a termly update on attendance figures through the various committee and full governing body meetings.

Policy Objectives:

1. To promote partnership between parents/carers and the school, working for the benefit of the children's learning and positive wellbeing
2. To ensure good progress for all children and excellent early years outcomes
3. To encourage a positive attitude to punctuality and attendance from an early age
4. To achieve a 96% + attendance rate
5. To involve other agencies when all possible school-based supportive measures have been put in place and a child's attendance is still cause for concern. The policy will give clear guidance on expectations and procedures for pupils, parents/carers, staff and governors.

Strategies for promoting good attendance

- An engaging curriculum with a broad range of exciting enrichment activities will be in place across the term to ensure that there is a strong incentive for children to want to



come to school. Staff will ensure that children and parents are well informed about the progression of termly activities and enrichment events.

- Staff will take the responsibility of notifying the attendance officer and/or a member of the leadership team if they have a concern about a child's attendance and will have an initial conversation with parents/carers.
- The positive reasons for good attendance will be regularly reported in the school newsletter.

Responsibilities of Comper Nursery School

- To provide positive messages to parents/carers about the importance of good attendance.
- To keep records of attendance which clearly distinguish between authorised and unauthorised absence, show lateness so that patterns may be addressed and provide accurate information on actual attendance to enable monitoring and evaluation of attendance rates.
- To recognise that poor attendance and/or punctuality could be a safeguarding issue and to respond in accordance with the safeguarding policy & procedures. For children already known to services, poor attendance indicates that the child is at increased risk.
- To inform the Headteacher if staff have concerns about a child's attendance or punctuality. The Headteacher (or Designated Safeguarding Lead) should inform the Children's Social Care Assessment team if poor attendance indicates that the child's welfare could be in jeopardy.
- To share attendance figures with parents and carers and to target attendance where it has been an issue and set in place strategies to support improvement.
- To ensure that admissions forms are completed fully by the parent/carer, including where reasonably possible having more than one emergency contact number to ensure additional options if a child is thought to be missing.

Responsibilities of Parents / Carers

- To bring and collect their children promptly.
- If their child is absent from school, parents must call or email daily with a reason for their child's absence. If there is no contact, we will attempt to contact the parents by 9.30am at the latest. We recognise that our children are likely to have some absences due to their own illness or illness of other members of their families.
- Comper is a term time only Nursery School. The expectation is that all children will attend fully during term time. Fee paying parents will not be charged during school holidays.
- Wherever possible families will take holidays out of term time to reduce the time that a child is missing their early years education. **Fee paying families will be charged in full for holidays that are taken during term-time.**
- The school understands that there are unforeseen family circumstances that sometimes mean that a child must be taken out of school during term time for a short period of time. All unforeseen circumstances will be treated on an individual basis. The headteacher must be informed and a holiday form must be completed prior to the period of absence.



- Most absence during term time that is not due to illness will be regarded as unauthorised. There may be exceptional circumstances based on compassionate grounds where the child's absence will be authorised during term time.
- Absence will be authorised for religious observance and to attend medical appointments.
- Where reasonably possible parents/carers will provide more than one emergency contact for their child.

Punctuality

- Gates open at 8.40am and close promptly at 9.00am ready for the register to be taken. Registers close at 9.05am.
- Children arriving at school after the register has been taken, but before 9:30am, will be classed as late. If a child arrives after 9.30am, this will be recorded as an absence.
- Persistent lateness - if a child is repeatedly late, the school will contact parents/carers expressing concerns about late arrival and offering support if required. If the situation does not improve, the school leadership team will invite the parents/carers in to discuss the issue.
- Where poor punctuality appears to be part of an indication of neglect, the child will be highlighted to the Designated Safeguarding Lead and a decision will be made about what further action may need to be taken in line with the schools safeguarding procedures.

Systems to monitor attendance and punctuality

Any absence with no prior explanation will prompt a first day contact. Systems to monitor attendance will include:

- Daily registers will be taken in the morning and afternoon using Integris
- A telephone call before 9.30am to establish the reason for non-attendance. The reason for non-attendance will be noted on Integris in the child's daily register. For children arriving for afternoon sessions a follow up phone call will be made by 12.30pm at the latest.
- The administrator will always inform the headteacher of children who are absent in the day to safeguard vulnerable children.
- If there is no answer to the initial phone call, then there will be a follow up email to the parent to ask for a reason for the absence.
- Further follow up telephone calls will be made throughout the day and week if unexplained absences continue.
- If contact cannot be made with the parent or primary carer the school will attempt to make contact with any other emergency contacts provided on the child's admissions form.
- The attendance officer will always inform the headteacher of children who are absent on the day to safeguard vulnerable children.
- If there is still no response to an absence via phone or email contact after 2 days, then a home visit may be deemed necessary. The decision may be made to take further safeguarding action.



- Further home visits may well be considered if communication and attendance remain very poor or inconsistent or there is concern about the lack of parental response to the school. In agreement with the Designated Safeguarding Lead, home visits may be unannounced.
- A Designated Safeguarding Lead may deem it necessary to make a referral to MASH, should there be further concerns following the home visit.

Long-term unexplained and persistent absence

We have the following procedure in the event of regular or long-term absence due to circumstances other than illness:

1. The key person discusses concerns with the headteacher, or the administrator may raise a concern with the headteacher.
2. Depending on the conversation between the key person and the headteacher, either one will have an informal discussion with the parents/carer preferably in person, but if not then by telephone. If it is the key person having the discussion, they will report back to the headteacher. If the headteacher has the discussion, they will inform the key person of any outcomes or actions.
3. In all cases of long-term unexplained or persistent absence, the Designated Safeguarding Lead will be informed, and they will consider whether the absence indicates a safeguarding risk. If safeguarding concerns are identified the school Safeguarding policy and procedures will be followed. This may include an unannounced home visit and a referral to the Multi Agency Safeguarding Hub (MASH) or the offer of Early Help if this is deemed to be more appropriate.
4. If the situation remains unresolved and the child is still frequently absent or has not returned then the Headteacher will contact the parents/carer by phone and follow up in writing to withdraw the child's place.
5. Where a child is taken off roll or leaves the setting unexpectedly and prior to them being statutory school age, the school will make every effort to obtain information from the parent/carer about the child's destination setting. A member of staff will always follow up any transfers another setting with relevant paperwork and information. All attendance and safeguarding concerns will be shared with the new setting. If the child is not moving to a setting but remaining in the care of their parents, Multi Agency Safeguarding Hub (MASH) will be informed if deemed necessary.

Monitoring and evaluation of attendance data

- Once a half term, the headteacher will look at overall whole school and year group attendance patterns and to monitor those children who are below 96% and below 90%.
- Concerns will be highlighted, and actions agreed. In the first instance these will be to discuss the issue with the parents/carers and to explore what barriers there are to better attendance
- In agreement with the parents, it might be deemed necessary to put in Early Help to improve attendance and punctuality.



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- Where there are concerns about an individual child their attendance will be monitored more frequently and the concerns maybe discussed in the weekly Designated Safeguarding Lead's meeting.