
Nursery Attendance Monitoring Procedures

As you may know, pupil attendance is rigorously monitored within school and by the Local Authority's Attendance Monitoring Officer. Although nursery children are under statutory school age, there is an expectation for them to attend their scheduled sessions.

Poor attendance and punctuality have a negative impact on children's educational progress so it is important that we all work together to help raise attendance levels. Of course, we do understand that children do become poorly from time to time so if your child does become ill, please ensure they have the required time off school.

Attendance

- **If your child is absent from Nursery, you must message the Nursery Teacher via 'Dojo' prior to the start of the session.**
- If no contact has been made for more than three days, then school will attempt to contact parents/carers and this may result in a home visit.
- Where no reason is provided within the one-week period after returning to nursery, the absence will remain unauthorised.
- Attendance will be monitored by the Nursery Teacher and any concerns will be reported to the Headteacher for possible further action.
- **If your child is absent due to a medical appointment, evidence must be provided otherwise the absence will remain unauthorised.**
- If you are taking a Holiday (Leave of Absence) during term time, please see the Nursery Teacher for a Leave of Absence request form.

Punctuality

- **The nursery day starts at 8.30am for morning session and 12.40pm for afternoon session.**
- Pupils should arrive at nursery before the start of their session to allow for a prompt start to the day.
- Poor punctuality will be monitored by the Nursery Teacher.
- Pupils who arrive at nursery 10 minutes after the start of the session will be marked as 'late during registration'.