

Chatham Nursery School

Attendance Policy



Mission Statement

Our nursery community is dedicated to teaching every child to be happy, confident and independent learner. We create a caring, inclusive and enriching environment where each child feels safe, supported and valued.

Regular attendance is key to enabling children to maximise the educational opportunities available to them. We recognise that attending nursery is not statutory but believe that attending regularly and punctually foster good habits for a child's school career ahead and improves and enhances learning and life outcomes.

Working in partnership with our aims are to

- Create a culture where good attendance is normal and valued
- Ensure all our children are able to achieve their maximum potential, academically, physically and emotionally
- Be consistent in the implementation of our policy and procedures

Promoting regular attendance

We will work with families to identify any barriers to achieving and maintaining excellent attendance and offer the right services to try to resolve any difficulties. We have high expectations for attendance and punctuality. It is a central part of the school's mission and everyday life. We recognise the connections between attendance, attainment, safeguarding and wellbeing.

All attendance will be monitored to identify any patterns of concern. Attendance concerns will be raised with parents.

Promoting good attendance and safeguarding. At Chatham Nursery School we will:

- Ensure the Nursery is welcoming and every child feels welcome and has a sense of belonging
- Ensure term dates and times, inset days and planned closures are posted and updated on the school website
- Ensure registers of attendance are taken at each session and absence followed up on the first day to support our approach to safeguarding each child
- Report attendance information to parents regularly and in the end of year school report
- Always contact you if you have not communicated your child's absence to us

Absence reporting procedure

It is the responsibility of the parent/carer to notify the school of a child's absence. This includes if your child is ill or you have planned a holiday while Nursery is in session.

Contact Nursery on the first day of absence before or by 8.30 am. You can do this by:

- Telephoning **0151 233 1201** and speaking to a member of staff
- Calling in to reception in person and giving the reason for absence
- Emailing the school at, chatham-go@chathamplace.liverpool.sch.uk

If your child is going to be absent for more than one day, please contact again using the above methods. You can also contact reception if you require support or advice. Please ensure your child returns to school as soon as possible.

If an absence is unreported, staff may complete a home visit if they cannot make contact with you and your child. They have the right to ask neighbours if they have seen you or your child. This is to ensure the safety of your child and no personal details will be shared, and confidentiality maintained at all times.

We will always work in a supportive way with all our families and try to find a way to help and support getting your child into nursery.

Chatham Nursery School

Attendance Policy

Sessions times

AM session drop off is 8.30-8.45 am.

PM session drop off is 12.00 – 12.15 pm

Please make sure you drop off and collect your child punctually. Being on time is important to your child's nursery experience.

Punctuality

It is important for you and your child to be on time. Late arrivals will result in missing the start of the day and important learning experiences.

COLLECTION TIMES

Collection times are very important and are set as follows:

AM sessions, collection is at **11.30 am**

PM sessions, collection is at **3.15 pm**

30-hour sessions, collection is at **3.15 pm**

Late collection for your child can create unnecessary anxiety.

If unforeseen circumstances arise that prevent you from collecting your child on time, it is crucial that you **contact the school as soon as possible** to communicate your situation.

If a child continues to arrive late, we will arrange a meeting with the class teacher and Head of School to discuss the underlying reasons for this pattern of lateness.

It is our responsibility as a nursery school to work with the LA, Social Care and Inclusion team by making referrals as we feel is necessary and appropriate.

If parents are late on regularly, it is at the school's discretion whether a penalty is incurred.

We are aware that various factors may occasionally hinder attendance, including illness, family commitments, or unforeseen circumstances. In these cases, we encourage open and honest dialogue between parents and staff to find tailored solutions.

Summary

- Children are expected to attend all their weekly sessions as regular attendance is vital for their development.
- Parents are expected to report absence so that we can ensure every child is safeguarded.
- In extreme cases where absences are prolonged or frequent, even after discussions with parents or carers, the child may lose their place. This place will subsequently be offered to another child from our waiting list.

Monitoring and review

This policy was agreed and implemented on **24th September 2025**.

Review date August 31st 2027.