

Reading Early Years Schools Federation (REYS)



Attendance Policy

Chair of Governors: Julia Cottee

Executive Head teacher: Joanne Budge

Date: October 2025

Date to be reviewed: October 2028

1. Purpose

Regular attendance at nursery helps children establish routines, build social skills, and access high-quality early learning experiences. This policy sets out the expectations for attendance and punctuality at any school within the REYS federation, ensuring children have the best possible start in education.

2. Aims

- To promote regular and punctual attendance from the start of a child's education.
- To work in partnership with parents/carers to ensure all children attend nursery regularly.
- To identify and address any barriers to attendance early.
- To ensure compliance with statutory and local authority requirements for maintained nursery schools.

3. Roles and Responsibilities

Executive Headteacher and Heads of School

- Monitor attendance and punctuality data regularly.
- Support staff, parents, and carers to improve attendance where concerns arise.
- Report attendance concerns to the local authority where required.

Classroom Staff

- Record attendance daily and accurately.
- Work closely with families to understand barriers to attendance.

Parents/Carers

- Ensure their child attends nursery regularly and on time.
- Inform the school promptly if their child is absent, stating the reason.

4. Attendance Expectations

Children are expected to attend all allocated nursery sessions unless there is a valid reason for absence.

The nursery day begins at 9am or 12.45pm and punctuality is essential to ensure children benefit fully from activities.

5. Absence Reporting

Parents must notify the nursery on the first day of absence by phone call/email.

Absences due to illness or medical appointments should be reported promptly.

For planned absences, parents should request leave in advance using an absence request (holiday form).

6. Authorised and Unauthorised Absences

We do understand that parents sometimes like to take their children for extended holidays and to visit family abroad and we try to accommodate these requests as we know the many positive benefits this can have on children and their families.

We know that young children can be highly vulnerable to infection and illness as this nursery is often their first exposure to larger number of children where germs can spread. Sickness rates are often high as children build their immunity. We will work to support families to make the decision as to when is safe to keep their child home and when to send to nursery.

Authorised absences include illness, medical appointments, or exceptional family circumstances approved by the Head of School.

Unauthorised absences occur when no valid reason is provided, or permission has not been sought for leave.

7. Persistent Absence

Attendance below 85% may be considered persistent absence.

The school will work with parents to identify barriers and offer support, which may include Early Help referrals or Local Authority involvement if concerns continue.

8. Strategies to Promote Good Attendance

Positive communication with families to emphasise the importance of attendance.

Celebration of good attendance to encourage parents to bring children regularly.

Early intervention where patterns of absence emerge.

9. Data Monitoring and Reporting

Attendance records will be monitored weekly by the class teachers and termly by the Head of School.

Data will be shared with Governors and the Local Authority as required.

This policy will be reviewed annually by the Governing body and updated in line with statutory requirements.



REYS Attendance Follow Up Procedure

At REYS we understand that young children may pick up bugs and illnesses as they are exposed to other children, and therefore they may be ill quite often (especially in the first couple of terms of nursery). However, we know that regular attendance at nursery gives children a positive start to life and helps them to achieve the best outcomes. It also sets a good routine for starting primary school. Therefore, we aim for children to attend **85%** of their allocated hours.

Our attendance procedure is as follows;

1. Staff to call family on the **first day** a child is absent (if we have not heard from the family)
2. Staff to make a note of the reason for the absence
3. Head of School to contact families directly if absence (not related to illness) persists. Try to establish any additional support the family may need to improve attendance
4. At the end of every short term, Head of School will monitor the overall attendance of all children
5. We will write to families of children attending less than 85% without a specific reason, e.g. hospital stay, chicken pox, etc. (letter 1)
6. If attendance does not improve, we will continue to try to contact the family via phone and letter to offer any support needed to try to improve attendance
7. In extreme cases where attendance does not improve and there are no significant reasons for absence, we may withdraw the place to offer to a child who is able to attend.

We will monitor attendance throughout the year – but complete a full attendance report at the end of every long term (half term during the summer).

During the monitoring we will complete an attendance monitoring report rating children's attendance red, amber or green. We will continue to follow up children whose attendance is amber or red, unless there is an acceptable reason for absence, e.g. hospital stay, health conditions, etc.

We will use the percentages to help us RAG rate the attendance;

Attendance above 85%	GREEN
Attendance 80-85%	AMBER
Attendance below 80%	RED

Attendance is reported to Governors throughout the year within the Executive Headteacher report.