

ROSEMARY LANE NURSERY SCHOOL

ATTENDANCE POLICY



INTRODUCTION

The attendance of all our children at Rosemary Lane is of vital importance. If they do not attend school regularly, their learning and overall development is fragmented, their acquisition of skills and knowledge is interrupted. Their educational achievements are potentially damaged and their development of personal and social skills affected.

AIM OF THE POLICY

Our Attendance Policy aims to ensure liaison with parents / carers to promote the highest possible levels of regular attendance and thereby establish a foundation for all future learning. We aim to do this by re-enforcing positive messages with parents, explaining the adverse effects of non attendance.

PRINCIPLES

Our Attendance Policy is based on the following principles that:-

1. All of our children have the right to access education, and to achieve their maximum educational potential.
2. Good attendance will be best secured when all partners have clearly understood roles and responsibilities.
3. All partners need to work together actively to promote and support the fundamental importance of good attendance.
4. The parents / carers should be involved as key partners in securing regular school attendance.
5. Early identification, communication and action on attendance problems are critical in achieving successful outcomes.

ROLES AND RESPONSIBILITIES

Parents

Under section 7 of the Education Act 1996, the responsibility for ensuring that children attend school lies with parents. It is vital therefore, that parents co-operate fully with our nursery and the Local Authority by complying with absence procedures adopted by our school and by making all reasonable efforts to ensure that their child / children attend punctually and regularly.

It is important that any difficulties are discussed with the school at an early stage, to enable support and assistance to be provided, as soon as possible.

"Attendance is also substantially affected by what schools themselves do"

(HMI Education observed 13, attendance at school)

Registration

The law requires our school to maintain two registers

- an admission register, which serves as a school role
- an attendance register

Marking the register. Attendance registers are completed during the Morning session and during the Afternoon session. They record attendance for AM, PM and two and a half day offers.

It is prescribed that children should be marked as either,

-present

-engaged in an approved educational activity, or absent. The register must also show if the absence was authorised by the school or unauthorised. All absences will be marked with DfE attendance codes.

SECURITY AND PRESEVATION OF THE REGISTER

The register is a legal document and will be completed electronically to enable secure access for a period of time following the last entry. It may be needed for use in the legal proceedings and should be accurately and fully completed.

REMOVAL OF THE REGISTERD PUPILS FROM THE SCHOOL ROLL

Regulation 9 of the Education (pupil registration) Regulations 1995 as amended specifies the grounds for the removal from the school roll of pupils of compulsory school age.

REPORTING ABSENCE TO THE LOCAL AUTHORITY

Our school have given permission for the Local Authority to have access to the electronic registers on SIMs.

PROCEDURES

1. Parents are requested to inform nursery of the reason for absence on the first day of such absence. This may be through an email or telephone call. If there is no contact from home the nursery will telephone to ask why the child is off (First Day Response).
2. A check is kept on all absences, if they fall below an acceptable level a meeting will be arranged to discuss attendance.
3. If a child fails to attend and contact with parents cannot be made, school will liaise with the Health Visitor and make a home visit following safeguarding procedures.
4. Our school emphasises the need for good attendance through regular newsletters, posts through the online platform Seesaw and the school social media channel.
5. We constantly monitor and continually strive to improve our levels of attendance by fostering good relationships with families.

Reviewed : September 2026

Head Teacher : Jill Jones	Chair of LTA committee: Cllr Robert Adcock-Forster
Signed:  Date: September 2026	Signed: R Adcock-Forster Date: September 2026