



The Federation of Bloomsbury & Goodway Maintained Nursery Schools Attendance Policy

Although Nursery Education is non statutory, it is important to establish good habits of attendance so that children can take full advantage of the education offered. It is the policy of Bloomsbury and Goodway Nursery Schools that children attend every session that they are entitled to in line with Department for Education and Birmingham City Council Guidelines.

The Federation of Bloomsbury and Goodway Nursery School promote good attendance and punctuality for all children in order that;

The aim is:

- To create a culture in which 'good attendance' is promoted.
- To value every individual child and be socially and educationally inclusive
- To be consistent in promoting best practice to ensure children learn effectively and make the most of their talents
- To promote healthy life skills
- To ensure that there are clear and consistent policies in place that ensures children, are safeguarded at all times.

We believe that regular attendance and good punctuality result in enjoyment of learning and school life so we encourage parents to bring their children on time and regularly.

Parents have a vital role to play in good attendance and punctuality, children who miss school or are late will miss vital aspects of their education. Parents are reminded that they must inform the school on the first day of absence, if their child is to be absent from school for any reason. This should be done by telephone, email or by personal visit as soon as possible.

The Government expects a child's attendance to be above 95% this includes time taken for illness. Research shows that absence disrupts children's learning and progress. Holidays should only be taken when school is closed. In the event of extreme or emergency circumstances, where extended leave of absence is thought necessary, parents must discuss arrangements with the Head Teacher. In extreme cases if a child is absent for more than four weeks the place may be offered to another child.

Children should arrive at school no later than 9.10 am for registration. Any arrival after the register has been taken will be marked in the register as Late.

Every half-day absence is classified by the school, as either AUTHORISED or UNAUTHORISED. Information about the cause of each absence is always required by the school.

Authorised absences are mornings or afternoons away from school for a reason such as a genuine illness or other unavoidable cause.

We use Public Health Exclusion Periods Guidance with regard to exclusions due to illness. In cases of sickness and diarrhoea children are not to return to school until 48 hours have elapsed after the last bout of illness to prevent spread of infection. Parents are asked to keep any child who has been prescribed antibiotics at home for the first two days of the course of medication.

Reasons for absence are recorded in the official registers. Parents are expected to call nursery on the first day of absence to inform as to why the child is off. All reasons for absence are recorded on our school management system, Brom Com.

Nursery School will send a Safeguarding Text Message reminding families who have not called to provide a reason.

On the second day of absence, keyworkers will contact families by telephone to ascertain the reason for absence. This will then be recorded on Brom Com.

If there is still no contact a DSL is notified and a home visit is conducted on day three.

Attendance falling below 90% is monitored weekly by the Lead DSL and Office Manager and a decision is made about action required. Our target for all of our children is 90%.

Our intention is to work with families to support, identify and remove barriers where appropriate, to work together to unlock barriers on attendance.

Children are classed as persistently absent when their attendance falls below 80%. A child whose attendance is 50% or below is classed as severely absent.

The table below informs of how we monitor attendance and offer support to remove barriers.

PT = Part Time

FT = Full Time

BAND 1	BAND 2	BAND 3	BAND 4	BAND 5
PT 0-7 absent sessions FT 0-14 absent sessions 90%+	PT Hit 8 absent sessions FT Hit 16 absent sessions	PT Hit 13 absent sessions FT Hit 26 absent sessions 80%	PT Hit 22 absent sessions FT Hit 44 absent sessions nearing 65%	PT Hit 32 absent sessions FT Hit 65 absent sessions 50% and below FORMALISE SUPPORT (50% & below)
EXPECT (90%+) Nursery School is a place where every child belongs. There is a culture where all children can be in nursery. We create welcoming environments to allow all children to gain a sense of belonging and achieve well through regular attendance. Parents also feel psychological safety around bringing their child to nursery.	MONITOR Concerning levels of absence this term. Child is considered persistently absent. Internal monitoring and communication with parents. Identify barriers to attendance. Early intervention considered as a preventative measure.	LISTEN & UNDERSTAND Increased concern regarding attendance this term. Child is considered persistently absent. Identify any patterns to absences. Maintain open communication with parents/carers. Work together to unlock barriers to attendance. Key worker liaison on present sessions to promote attendance and benefits.	FACILITATE SUPPORT Serious concern regarding attendance this term. Child is at risk of severe absence. Red-list absence phone calls. Implement a tailored programme to unlock barriers to attendance using early help. Engage with external professionals, where appropriate, to promote and support improving attendance.	Child is considered severely absent this term. Red-list absence phone calls. Continued support of the child and family. Consider parent contract dependant on context. All support and offers of support to be reviewed.

We promote and celebrate attendance through;

- Sharing our Attendance Policy
- Weekly communications with families
- Half termly newsletters focusing on attendance
- Celebrating attendance with families during Parent Consultations
- Offering bespoke support for families to remove barriers

Safeguarding

Parents should ensure that children are brought and collected by a responsible person/adult of who is capable of taking full responsibility for the child's welfare once a handover has taken place by a member of staff.

Parents/carers should ensure that three emergency contacts are included on their child's records, which are updated regularly with current mobile phone numbers.

In an emergency, parents are asked to inform the nursery if someone different will be collecting their child. A password would be used in such cases.

Leave of absence for family holidays

Parents and Carers must always inform nursery of any planned holiday/absence. A holiday form must be completed with a confirmed return date documented.

Click on the links below to access the documents we have used to produce this Attendance Policy.

https://assets.publishing.service.gov.uk/media/6a4f9ec6a6586e258d371bd0/Working_together_to_improve_school_attendance_2026.pdf

[file:///C:/Users/sally/Downloads/Birmingham_School_Attendance_Strategy_2026_AF%20\(1\).pdf](file:///C:/Users/sally/Downloads/Birmingham_School_Attendance_Strategy_2026_AF%20(1).pdf)