

<b>Policy</b>	<b>Attendance Policy (pupils)</b>		
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<b>Signed – Headteacher</b>			
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<b>Version</b>	<b>Date of Review</b>	<b>Reviewed by:</b>	<b>Revisions made:</b>
V1	Oct 2022	LJ	None
V2	June 2024	LJ	Changed frequency to annually
V3	Oct 2024	AD / AJ / LJ	Additional content highlighted Registration Flow Chart added – Appendix 1
V4	Oct 2025	LJ	Appendix 2 – letter from DFE / Chief Medical Officer with links to further advice

## **Attendance Policy**

We recognise the benefits for children when good levels of attendance are sustained;

We understand that young children with special educational needs can have periods of illness and appointments with a range of professionals which can impact on their attendance;

We are committed to working closely with families to understand and address barriers that might impact attendance;

We are committed to working in a flexible and inclusive way to promote good attendance as we are sympathetic to the challenges faced by our families.

### **As nursery schools we will:**

Offer flexible and personalised induction processes when children start at nursery;

Work closely with parents and carers where flexibility is needed for a longer period to ensure a mutually agreeable plan is made;

Display our term dates on our website and inform parents of any closures as soon as possible;

Monitor attendance and work with families to understand any concerns and offer support to resolve these;

Facilitate flexible start and finish times when these are needed whilst ensuring we minimise possible disruptions to other children;

Contact parents and carers on the first day of absence where this has not been communicated to us in advance;

Be creative in facilitating good attendance e.g., shorter days, shorter week, use of taxi fund; whatever we can do to support families to achieve good attendance.

Liaise with parents and SENA when attendance, without valid explanation, is persistently concerning.

Call families after 9.30am on the first day of absence where there has been no explanation;

Give parents a range of tools to communicate absence with us – tapestry, email, calling.

### **Parents and Carers are expected to:**

Be committed to sustaining good attendance;

Share any barriers to good attendance so that we can work together to overcome them;

Notify the nursery school as soon as possible when their child has to be unexpectedly absent (e.g. sickness);

Notify the nursery school as soon as possible about any planned absences (e.g. hospital appointments)

Inform us ahead of their child's return if the absence has been prolonged;

Drop off promptly at 9am and collect promptly at 3pm (unless alternative arrangements have been agreed)

Inform us when flexible start and finishes are needed and understand that children will miss activities that take place out of these times;

Avoid term time holidays where possible;

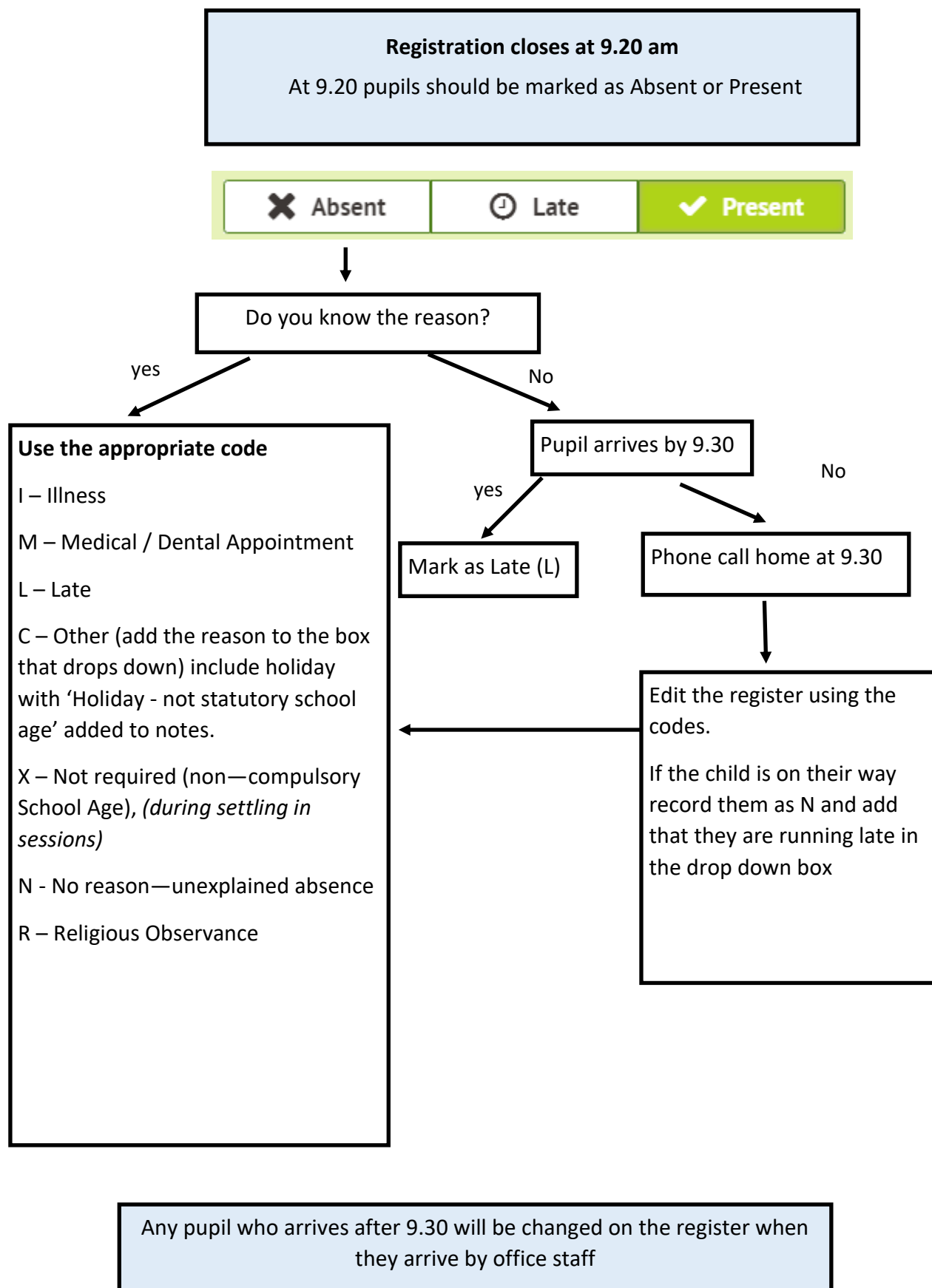
Engage with nursery staff to agree a mutually agreeable approach where extended and personalised inductions are needed e.g. shorter days; it is important to have a timeline and end goal kept in mind. Whilst it is possible for parents to attend with their child for a period of time, it is not possible for this to happen in the long term due to the impact that this can have on other children. We fully respect parent's decisions to end the placement if they feel a place at nursery is not right for themselves or their child.

**Please note where children are of statutory school age, more robust approaches will be considered when there are concerns about attendance.**

**The following document is used to inform our response to attendance concerns when the child is of statutory school age:**

[Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/124421/Working_together_to_improve_school_attendance.pdf)

## Appendix 1 Registration Process on Arbor



## Appendix 2 – Letter from Chief Medical Officer and DfE



Department  
for Education

Correspondence

# Letter to school leaders on mild illness and school attendance

Published 5 September 2023

**Applies to England**

Dear headteachers and trust leaders,

As you begin to welcome children and young people back for a new school year, we have been asked by the Department for Education (DfE) to provide you with a clinical and public health perspective on mild illnesses and school attendance.

We are aware that the COVID-19 pandemic may have caused some parents to feel less confident with assessing whether their child is well enough to be in school so we have laid out some information which we hope you will find helpful.

There is wide agreement among health professionals and educational professionals that school attendance is vital to the life chances of children and young people. Being in school improves health, wellbeing and socialisation throughout the life course. The greatest benefits come from children and young people attending school regularly.

It is usually appropriate for parents and carers to send their children to school with mild respiratory illnesses. This would include general cold symptoms: a minor cough, runny nose or sore throat. However, children should not be sent to school if they have a temperature of 38°C or above. We would encourage you to share the [NHS 'Is my child too ill for school?' guidance](#) with parents and carers in your schools and communities which has further information.

In addition to respiratory illnesses, we are aware that more children may be absent from school due to symptoms of anxiety than before the pandemic. Worry and mild or moderate anxiety, whilst sometimes difficult emotions, can be a normal part of growing up for many children and young people. Being in school can often help alleviate the underlying issues. A prolonged period of absence is likely to heighten a child's anxiety about attending in the future, rather than reduce it. DfE has published useful [guidance on mental health issues affecting a pupil's attendance](#) and those who are experiencing persistent symptoms can be encouraged to access additional support.

Thank you for your efforts so far to facilitate immunisation sessions within schools. As we head into winter, encouraging high uptake of seasonal flu vaccination and routine immunisations for eligible children and young people will help to reduce absences and the disruption they cause.

You, and the teachers you lead, are already supporting families to build up children's confidence to attend school regularly. The Royal College of General Practitioners (RCGP) recently approved [5 principles to promote school](#)

[attendance](#). We hope this guidance will support GPs in having sensitive and reassuring conversations with parents, carers and pupils.

Thank you and your colleagues for your continued commitment to supporting the health and wellbeing of children and young people.

Yours sincerely,

Professor Chris Whitty, Chief Medical Officer, England  
Pat Cullen, General Secretary, Royal College of Nursing  
Professor Kamila Hawthorne, Chair, Royal College of General Practitioners  
Dr Camilla Kingdon, President, Royal College of Paediatrics and Child Health  
William Roberts, Chief Executive, Royal Society for Public Health  
Dr Lade Smith, President, Royal College of Psychiatrists