



Attendance Policy

All children at Norcot are below compulsory school age (which begins the term after a child's 5th birthday). While attendance is not statutory for children of this age, we implement this policy to support children's learning, development and wellbeing, and to ensure the best outcomes for all children.

Ethos

At Norcot Early Years Centre we believe that children who attend nursery regularly and arrive and are collected on time are more secure and better able to engage with the learning environment. The Centre views good attendance and punctuality as vitally important for children's learning, well-being and school readiness.

Aims

- Work in partnership with families to ensure children attend nursery regularly and punctually, recognising its vital importance for children's development and learning and school readiness.
- Ensure that any concerns about attendance are followed up promptly and appropriately (refer to Children Missing from Education/Lost Children/Uncollected Children Policy guidance).
- Provide a safe, comforting routine that supports children's learning and emotional security.
- Identify and address barriers to attendance through early intervention and support

Responsibilities of Governors

- Approve this policy and review it annually.
- Monitor and support the implementation of this policy
- Review attendance data termly, including persistent and severe absence rates
- Monitor the effectiveness of strategies for encouraging good attendance
- Ensure attendance is considered as part of the Centre's safeguarding responsibilities

Responsibilities of Headteacher/Early Years Manager-Senior Attendance Champion

- Ensure all staff understand and implement this policy consistently
- Ensure all families understand their responsibilities regarding attendance
- Monitor attendance and punctuality termly and report to governors
- Inform 'Children's single point of access' (CSPOA), social workers, family worker or other professionals if poor attendance or punctuality indicates that the child's welfare may be at risk
- Ensure strategies for encouraging good attendance are implemented and evaluated

- Complete risk assessments for any child attending on a reduced timetable, the child would only be put on a reduced timetable if it is in the child's best interest and this would be regularly reviewed.
- Only withdraw a child's place in extreme circumstances, and never if this could further endanger the child's welfare.

Responsibilities of all staff

- Be familiar with and follow this policy at all times
- Monitor the attendance and punctuality of their key children.
- Obtain and record a reason every time a child is absent from nursery. (see flowcharts in Appendix A)
- To inform the Headteacher, Early Years Manager and Day Care Manager of any concerns about a child's attendance or punctuality
- Recognise that poor attendance and/or punctuality may be a safeguarding concern and respond in accordance with the Centre's Safeguarding & Child Protection Policy.
- Complete registers accurately using the correct codes
 - **I** = Present (AM)
 - **** = Present (PM)
 - **L** = Late
 - **M** = Medical/illness
 - **C** = Other authorised absence
- Record late arrivals and early collections on the register
- Display the number of children present on a whiteboard in the room for easy reference.
- Take responsibility for completing the register when receiving or handing over a child (if a nominated person is unavailable)
- If children are collected early this must be recorded on the register. It will be agreed by individual rooms and the person who is receiving/handling the child over is responsible for completing the register or if there is a nominated staff responsible for completing the register. If a member of staff is nominated but a child comes in late/leaves early and the nominated member of staff is otherwise engaged, then the person receiving/handling over the child is responsible for completing the register.
- Provide positive messages to families about the importance of punctuality and good attendance
- Record reasons for absences on CPOMS to keep senior leaders informed

Responsibilities of Families

- Ensure children are brought to and collected by a responsible adult (age of 16 or over)
- Ensure their child attends every allocated session unless unwell, has an appointment or is on holiday and the Centre has been informed.
- Bring and collect children promptly (late collection can be very distressing for children)
- Bring children into the nursery classroom and ensure a member of staff is aware of their arrival
- Inform the nursery by telephone on the first day of absence due to illness and provide updates if the illness is prolonged
- Where possible, to inform the nursery in advance of any planned absences (by telephone, email or letter)

- Avoid scheduling appointments during nursery time, where possible
- Request permission for flexi-schooling arrangements if regularly taking their child out of nursery for educational activities (e.g. swimming lessons)
- Inform the nursery in advance if someone different will be collecting their child, and ensure that person knows the password

Day Care

The following process is applicable

- The day care manager/deputy day care manager will produce register for each room and distribute it in time for the first session Monday morning.
- The member of staff receiving a child at drop off and handing over a child at pick up, will sign in/out on the register with the correct time. This is also checked throughout the day by the room Team Leader.
- The day care manager/deputy day care manager/team leader will contact the family if a child does not arrive for their session and an absence message has not been received.
- Staff will enter any comments in the note's column on the register.
- When children go off-site to the library/Forest School etc. their absence is marked in the LTN column with the time out and time they return.
- Staff will report to the day care manager/deputy day care manager any absence that has not previously been informed to the office.
- The day care manager/deputy day care manager will note on CPOMS details of reason for child absence. A Team Leader will carry out this duty if managers are not available.
- Completed weekly registers will be given to the manager every Friday who will then file in a secure cupboard and archived.
- Staff will sign in and out on the grid at the bottom of the register when entering and leaving a room.
- Staff will count number of children and enter the total in the grid on the register and will sign against it.

Daily Registration:

- The Day Care Manager/Deputy will produce registers for each room and distribute them by Monday morning
- Staff receiving children at drop-off and pick-up will sign children in/out with the correct time
- Team Leaders will check registers throughout the day
- If a child doesn't arrive and no absence message has been received, the Day Care Manager/Deputy/Team Leader will contact the family

Recording:

- Staff will enter comments in the notes column as needed
- Off-site visits (library, Forest School etc.) will be recorded in the LTN column with departure and return times
- Staff will report any unexpected absences to the Day Care Manager/Deputy

- The Day Care Manager/Deputy will record absence reasons on CPOMS (Team Leaders will do this if both managers are unavailable)
- Completed weekly registers will be filed securely by the manager every Friday

Staff Procedures:

- Staff will sign in and out on the grid when entering and leaving rooms
- Staff will count children, record the total on the register and sign

Criteria for Success

- Persistent and severe absence rates are reduced through the rigorous and effective strategies
- Children demonstrate enthusiasm for attending nursery
- Families understand and value the importance of regular attendance for their child's development and learning
- Staff consistently implement attendance procedures
- Early intervention prevents attendance issues from escalating

Associated Policies

- Safeguarding Policy
- Children Missing Education/Lost Children/Uncollected Children Policy
- Security Policy
- Admissions Policy

Policy Agreed: October 2025

Policy to be Reviewed Annually by Curriculum Committee

Next review October 2026

Monitoring of attendance

Registers of all children's attendance are taken and monitored. The following codes for absence are in the SIMS attendance module but as nursery school is non-statutory, we do not use all of them. Nursery school does not record unauthorised absence:

Key to Codes	
/	Present (AM)
\	Present (PM)
B	Attending any other Approved Educational Activity
C	Other authorised circumstances
C1	Leave of absence - regulated performance or employment abroad
C2	Leave of absence - part-time timetable
D	Undefined

Key to Codes	
E	Suspended or excluded without alternative provision
G	Undefined
I	Interview
J1	Leave of absence - Interview for employment or transfer
K	Attending alternative provision arranged by the LA
L	Late (before reg closed)
M	Medical/Dental appointment
N	No reason yet provided for absence
O	Absent in other or unknown circumstances
P	Participating in a sporting activity
Q	Unable to attend - lack of access arrangement
R	Religious observance
S	Study leave for public examination
T	Travelling with parent for occupational purposes
U	Late (after registers closed)
V	Attending an educational visit or trip
W	Attending work experience
X	Not required to attend - non-compulsory school age pupil
Y1	Unable to attend - normal transport not available
Y2	Unable to attend - widespread travel disruption
Y3	Unable to attend - unavoidable partial closure
Y4	Unable to attend - unavoidable full closure
Y5	Unable to attend - criminal justice detention
Y6	Unable to attend - public health Guidance/Law
Y7	Unable to attend - unavoidable other than Y1-Y6
Z	Pupil not on roll
-	All should attend / No mark recorded
#	Planned whole school closure

Daily Monitoring

- Families should email or telephone if their child is absent, providing a reason
- All absences are recorded on CPOMS and registers (Waterside) or SIMS and CPOMS (Nursery School)
- Although attendance is not compulsory, monitoring is essential for safeguarding and knowing where children are

Resource Base places are limited and best support children who attend regularly. Where attendance is not regular, the nursery will:

1. Meet with families to identify barriers to attendance and provide support
2. If attendance does not improve, refer the case to the admissions panel, who may reallocate the place to another child

Absence Response Procedure

Day 1: Admin attempt to contact family via text if no absence notification received

Day 2: Admin contact attempts via phone call if no response

Day 3: If no contact has been made:

- Case escalated to senior leadership
- CSPOA contacted to establish if family is known to services
- RBC, Children Missing Education Policy (March 2021) followed

Exceptions: Concerns may be escalated before Day 3 if:

- The family has an allocated social worker
- There are safeguarding concerns (e.g. fleeing domestic abuse, FGM concerns, child protection plan)
- The child is looked after or previously looked after
- An incident/accident occurred at nursery the previous day

Reference: Keeping Children Safe in Education (September 2025) states that "children being absent from education for prolonged periods of time and/or on repeat occasions can act as a vital warning sign to a range of safeguarding issues."

Attendance is monitored by the Senior Attendance Champion Helen Walsh
hwalsh@norcot.reading.sch.uk any concerns about attendance must be raised to her.

Persistent and Severe Absence

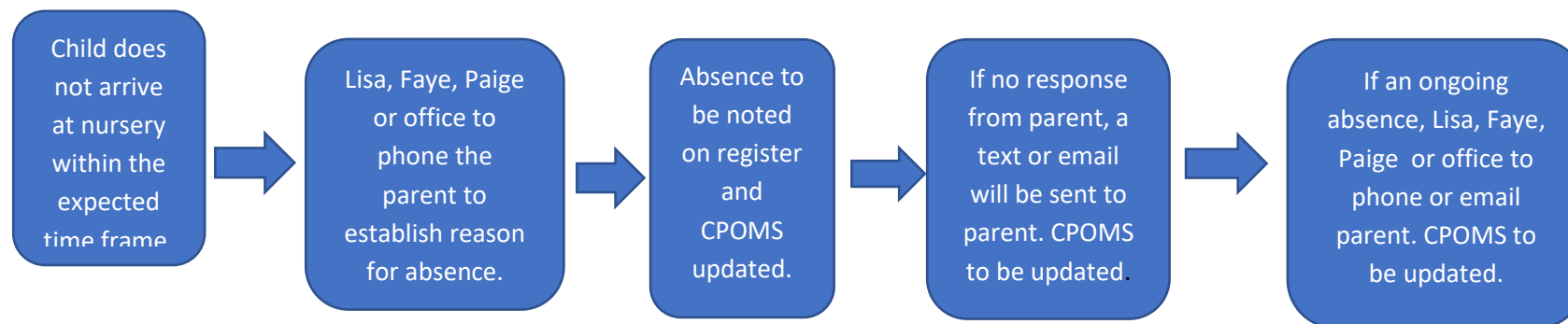
We monitor attendance using the following thresholds (determined through attendance analysis):

- Persistent Absence: Under 70% attendance
- Severe Absence: Under 50% attendance

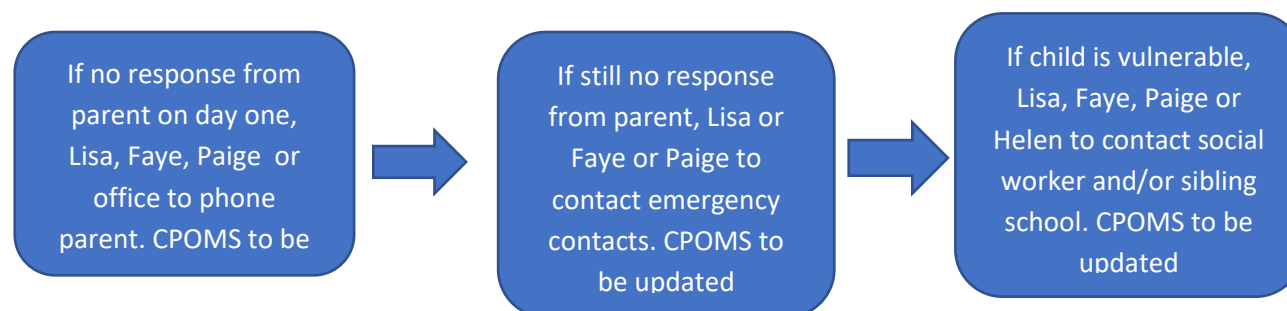
For children with persistent or severe absence, we will:

- Conduct regular welfare calls to explore barriers to attendance
- Discuss the importance of good attendance, including evidence on progress, social skills development and school readiness
- Offer practical support and encouragement
- Work in partnership with families to develop attendance improvement plans

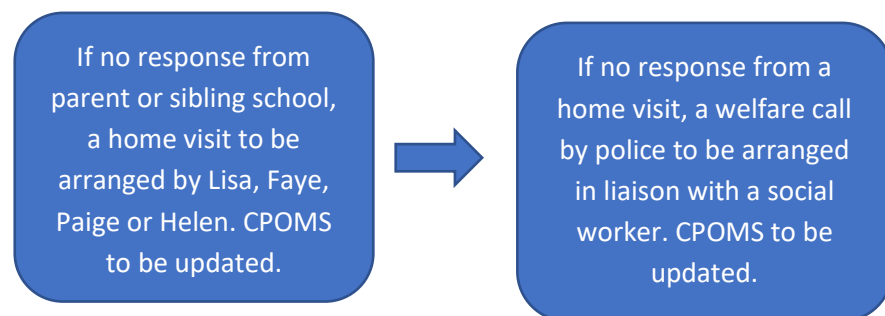
Attendance Monitoring for Day Care: Day One

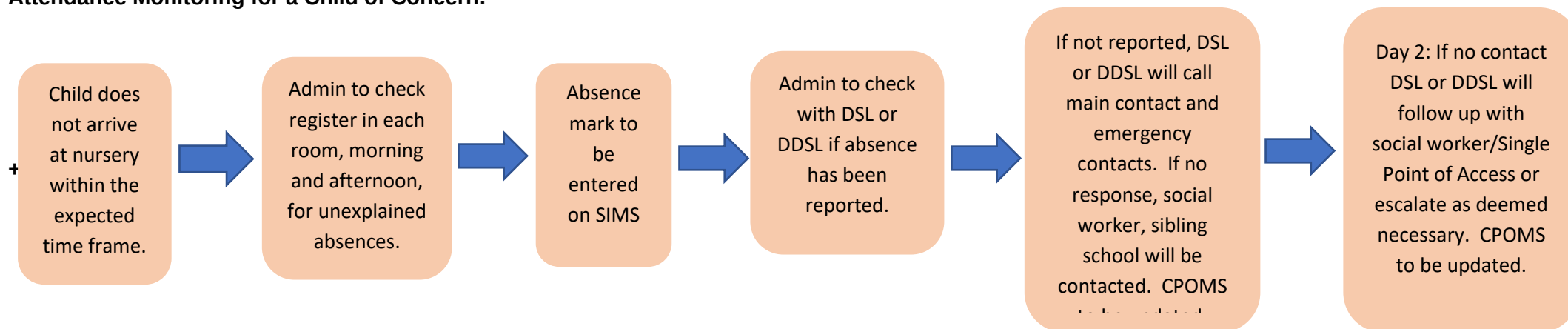
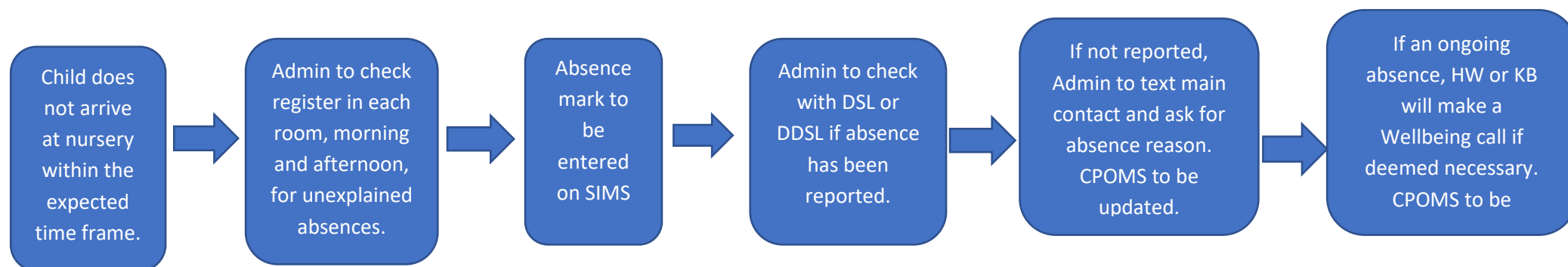
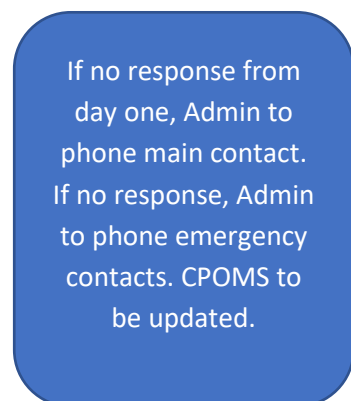


Attendance Monitoring for Day Care: Day Two – if no response from parent on day one



Attendance Monitoring for Day Care: Day Three – if no response from day two



Attendance Monitoring for a Child of Concern:**Attendance Monitoring for the Nursery School: Day One****Day Two – if no response from parent on day one:****Day Three – if no response from day two:**