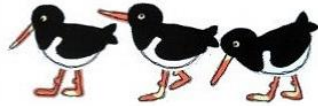


# Attendance Policy



## Oyster Bay Nursery

Draft Prepared	Sept 2025
Signed by Executive Headteacher	Ms D Hines
Date Policy to be Reviewed	Sept 2026

**Be Ready, Be Respectful, Be Responsible**

Oyster Bay Nursery is a non-statutory provision for early years' education; however, there is a proven link between attendance, punctuality and children's attainment. Therefore, Oyster Bay Nursery is committed to promoting excellent levels of attendance and punctuality, enabling our children to take full advantage of the educational opportunities available to them.

**Regular attendance and punctuality are important because:**

- Absence and lateness affect children's ability to participate and benefit from the curriculum.
- Children who arrive late may disrupt the routine of the room and the other children.
- Poor attendance and punctuality may result in a child finding it difficult to settle, to become involved and to form social relationships.
- Regular attendance and punctuality help to instil good habits and promote the development of a positive attitude towards nursery/school.

**The nursery promotes regular attendance, and this is stressed to parents/carers in the following ways:**

1. During initial visits, settling sessions and home visits.
2. Discussion with child's key worker; informally and during parent meetings/consultations.
3. The procedures for registration are made clear to parents/carers and staff and these are followed consistently.

Oyster Bay Nursery is responsible for supporting the attendance of the children and for dealing with issues which may lead to non-attendance. We aim to work in partnership with parents/carers: parents/carers in receipt of funding are responsible for ensuring that their children have access to early education and that their children attend regularly and punctually.

**Therefore, nursery staff follow the procedures below regards recording and reporting children's absences from nursery:**

- Staff note all absences, by completing a daily register on Blossom APP using the appropriate symbols.
- For any child we may be concerned about and whose parents/carers have not already contacted the nursery, a staff member will telephone the parents/carers to enquire the reasons for the absence.
- Parents/carers are politely reminded of nursery policy and their responsibility to inform the nursery of the reasons for their child's absence.
- If a child is persistently late or absent the Nursery Manager will discuss the concerns with parents/carers; if this continues the Nursery Manager will invite the parents into nursery to discuss the concerns further.
- The local authority will also be notified of funded only children's continuous absences.

**We ask parents to work in partnership with the nursery by ensuring the following procedures are followed:**

- Parents/carers should notify the nursery in advance of any planned holidays.
- Notify the nursery by telephone if your child is absent, on the first day of absence.
- Ensure that their children arrive at nursery on time (funded only children).
- Work with the nursery to resolve issues which may lead to non-attendance.
- Try to avoid medical or dental appointments during nursery school hours (funded only children).
- Try to avoid taking holidays during term time (funded only children only).