



Our children leave Mile Oak thinking big with no limit on their potential. The school family works together to inspire and support every child. They learn and achieve through inspirational teaching in a lively, ambitious environment. Every child is nurtured to gain the creativity, responsibility and full breadth of skills required to take an active and fulfilling role in society.

# Little Oaks Nursery:

# Attendance Policy

Date	January 2025
Review Date	January 2026

## Introduction

### **1. Our Commitment to Belonging and Inclusion**

Our nursery is built on the belief that every child should feel they belong in our nursery and wider school community. Regular attendance helps children build secure relationships, settle into routines and benefit fully from early learning and play. Although nursery attendance is not statutory, it remains an important part of our commitment to children's wellbeing, development and safety.

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## 2. Why Attendance Matters

Regular attendance supports:

- A strong sense of security and belonging
- Consistent care and predictable routines
- Early identification of any additional needs
- Progress in early communication, social, and emotional development
- Access to the full range of high-quality learning and play experiences

We ask all families to support good attendance so we can work together in the best interests of each child.

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## 3. Reporting Absence

Families must report any absence before the start of the child's session by calling the school's absence line or emailing the office.

Please keep contact details up to date so we can reach you quickly if needed.

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## 4. First-Day Calling and Safeguarding

If a child is absent without notification:

1. We will call family members with parental responsibility
2. If we cannot reach them, we will call emergency contacts.
3. If no contact is made, we will work with the safeguarding team to confirm the child's safety. This may include a home visit or other checks in line with school procedures.
4. We will record the conversation with the family and reason for absence on school systems

This process ensures every child is safe and accounted for.

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## 5. Punctuality

Arriving on time helps children settle well then take part in learning and play from the start of the session. Patterns of frequent lateness may be discussed with families so we can offer support.

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## 6. Monitoring Attendance

We review attendance regularly so that families who may need support, can be identified early. Where attendance becomes poor or irregular, the nursery manager will meet with home adults to discuss any challenges, agree next steps and offer support. A record of this conversation will be kept on the school system as part of our safeguarding practice. Where attendance concerns also raise safeguarding worries, the nursery will work with the safeguarding team and follow safeguarding procedures to ensure the child is safe and accounted for.

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## 7. Escalation and Support

If concerns continue after a two-week period, a further conversation will take place with the nursery manager and, where appropriate, the Early Years Assistant Headteacher. This will review any barriers and agreed actions and may include discussion of additional support options, for example signposting to the Health Visiting team and recommending wider family support such as Early Help, where appropriate and with the family's agreement. Families will also be reminded that nursery funding is based on attendance and that the nursery is not funded for sessions that are not taken up.

A review period will be agreed so there is time for improvement and support.

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## 8. Loss of Nursery Place

If there is no sustained improvement within the agreed timeframe following the review period, the child's nursery place **may be** withdrawn. Families will be notified in writing if a place is withdrawn. This step is always a last resort after supportive measures have been offered.

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## 9. Key Message

Although nursery attendance is non-statutory, it plays an important role in children's wellbeing, development and safeguarding. Regular attendance supports children's sense of belonging, helps them build secure relationships, promotes consistent routines and ensures they benefit from the full early education offer, while enabling the nursery to fulfil its safeguarding responsibilities.