



Newburn Manor Nursery School



Monkchester Road Nursery School



Ashfield Nursery School

## Newcastle Nursery Schools' Federation

### **Attendance Policy**

To be reviewed Annually – Autumn 2026

#### **Introduction**

The policy sets out the approach to managing attendance and punctuality in Newcastle Nursery Schools' Federation comprising of Ashfield Nursery School, Monkchester Road Nursery School and Newburn Manor Nursery School.

#### **The importance of good attendance**

There are many positive benefits to be gained from regular attendance at nursery. This includes not only coming to every session but also being there on time. Good attendance and punctuality are important for all children.

- Good attendance helps ensure that children have more opportunities to learn and make friends.
- Children who develop a regular pattern of attendance at nursery are better prepared for the move into school.
- Getting into good routines and patterns of attendance at a young age helps ensure that children will succeed later in school life.
- Attending nursery every day helps children to develop a feel for the rhythm of the week and a sense of security from being familiar with nursery routines.
- Young children find it easier to build good social relationships, and to develop secure attachments, when they attend nursery regularly.
- Children who rarely miss sessions are more likely to know what to expect at nursery, and to feel confident in their interactions with adults and other children.
- Good attendance is an important part of keeping children safe and healthy.

- Good attendance helps nursery staff to identify any areas where children need extra help and support.
- Regularly on-time attendance helps many young children to separate from their parents and carers at the start of the day and to settle more easily into nursery life
- Staff carefully plan every session for each child; good attendance helps ensure that children can take every opportunity to benefit from this.

For these reasons, we expect all parents to ensure that their child attends well and we are committed to supporting children and families to overcome any existing barriers to good attendance.

If your child does not attend nursery regularly, they may lose their place.

### **Key contact**

‘Parent’ is used throughout the document to refer to parents, carers and guardians.

If you would like to speak to anyone about attendance, please see your key worker initially.

Times	Monkchester	Ashfield	Newburn
<b>Playgroup</b>	8.45-11.45am 12.15-3.15 pm	8.45-11.45 am session 8.45 – 2.45 30 hours 2 year olds 12.15-3.15 pm session	8.45-11.45 am and 12-3 pm
<b>Nursery</b>	9-2pm 9-3 pm (30 hours children)	9-2 9 -3 for children eligible for 30 hours	9-3pm

Children who arrive late come into the group when everyone else is settled, and this can be difficult. Children who are picked up late often become upset because all their classmates have gone home.

Children who are regularly collected outside of the agreed end of session miss out on a lot of the fun and learning that takes place at the end of the day/session. Children who are collected early may not feel part of the class/keygroup as the final activities are important in building community and passing on information about the next session for children. We ask parents to stick to the agreed end of session time and not turn up too early to collect their child, so no children miss out on the end of their sessions and feel unprepared for their next time in nursery.

If you drop off your child after their specific agreed start time, they will be marked late. If your child is persistently late, we will need to meet with you and work out a plan so that you arrive on time. You may be charged a late collection fee.

If you are running late for an unavoidable reason at the beginning of a session, please contact the nursery school to tell our office staff or message us on our Class Dojo.

Monkchester	0191 265 4579
Ashfield	0191 273 5587
Newburn	0191 277 4180

### **Illness**

If your child is sick, they need to stay at home until they are better. You can phone us for advice if you’re not sure or use the NHS Choices website. Children with minor coughs, colds or other illnesses can still attend, if well enough.

Children with diarrhoea or vomiting should stay away from the nursery for 48 hours after their symptoms have gone. You must follow advice from the nursery school or the NHS when there is high prevalence of an infectious disease, including Covid-19.

You can find useful information about school absence and illnesses on the NHS website or by calling NHS 111

Please contact us if your child is ill and will be missing nursery. You should contact us every day, until your child is better.

### **Medicines**

We can give your child medicines when needed (e.g. asthma) – you need to fill out a medicine form first and the medicines MUST be prescribed by a GP/Doctor. Please ask for a form at the school office.

### **Time away from the nursery school**

Holidays during term-time are not authorised. Please make sure that you book holidays during the school holiday period. Otherwise, your child misses out on important early learning. If you are taking a holiday in term time please make sure staff are aware that you will be away and for how long. We have a holiday form for you to complete if you are taking holidays in term time and your child will miss sessions. Please collect this from the Office or your child's key worker.

### **Our procedure**

- If your child is absent and we haven't had a message, we will phone you to find out the reason on the first day of absence. If you do not pick up, we will send you a message on Class Dojo. We will collect at least 3 emergency contact numbers for you and your family. If we have not heard from you in 2 days then we will complete a welfare check. If we can't get an answer then we will contact the Police to complete a welfare check – this is for safeguarding reasons.
- We check overall attendance fortnightly to look for patterns and trends, and act promptly. We offer targeted support to families or groups of families, where appropriate.
- Senior leaders monitor attendance monthly and share their analysis with the governing body every half term.
- We tell parents how many days of nursery their child has missed, and how this has affected their learning and play, at every Parent Teacher meeting and at the end of each term (or sooner if there is a particular concern).

### **How we encourage good attendance**

- Staff meet with all families at the beginning of the school year and discuss the importance of attendance and our procedures.
- Key workers have daily conversations with families about their child's attendance and follow up when children have been absent.
- Positive messages are sent to families via letters, certificates, stickers and Class Dojo messages where attendance improves or if it is consistently good.

## **How we respond to poor attendance**

- Keyworkers complete Attendance plans on a termly basis if children are often absent. These plans look at reasons for absence, impact on learning, social skills and behaviour. They also look at any patterns of absence and health or well-being issues that may be leading to regular absences.
- If your child is regularly absent, we will arrange to meet with you about this. We will explore the reasons for your child's absence with you and will work on a plan together to improve your child's attendance.
- We will listen and try to understand if there are any barriers to good attendance. We will explore ways to help you overcome any barrier, with the support of our nursery and playgroup team and any other agency who can support (e.g. your health visitor).
- We will consider whether an individual approach might meet your child's needs and help them to attend more often.
- We will also work with your child to encourage them to want to come to school more regularly, if that is an issue.
- We will listen to children, observe them when they are in school and consider any of their concerns or worries in case there are any well-being and involvement issues that are upsetting them.
- We will work with children in a positive way to help them enjoy coming to school and make sure they are rewarded for consistently good or improved attendance.