



Document review date: May 2026

## Attendance & Punctuality Policy

*The Governing Body of Oliver Thomas Nursery School adopted this Policy May 2025*

### Rationale

Regular attendance and good punctuality have a positive impact on children's social and intellectual development. It also establishes lifelong habits for the child and helps parents establish good work routines. We recognise that attendance for children under 5 years old is non statutory, and we therefore set out from the start the expectation that parents will commit to bring their child everyday if a place is accepted. When parents accept the free education entitlement to early education for a two, three or four year old, the commitment to attend is to ensure the best outcomes for the child's well-being and future.

### Purpose

The purpose of this policy is to set clear guidance on the responsibilities of staff and parents. It also sets out the procedures that will be followed when children are not brought to school regularly. The policy seeks to support parents in bringing their children to school and will always seek to work closely and in partnership with parents to find solutions to support attendance.

### Responsibilities of the parent

- To set a regular routine for their child to ensure they arrive at school having already eaten where possible. Children should be appropriately dressed and ready to play and learn.
- To notify the school by phone, or email if their child is sick before the session starts, stating the exact nature of the illness, for example: earache.
- To recognise that minor illness does not require children to stay at home. Everyone feels under the weather sometimes.
- To notify the school if their child has sickness or diarrhoea and keep the child at home for 48 hours from the last bout of illness.
- To work in partnership with the school to resolve any issues that may be causing poor attendance or lateness.
- To avoid taking holiday or booking personal appointments during term time.
- To collect their child on time and notify the school if they will be late.
- To ensure only adults over 18 collect their child and the names of collectors are added to the contact information except in exceptional circumstances.
- To request in writing, special leave of absence for travel, celebrations.

### Responsibilities of the office

- To note in a daily diary phone calls or other contacts explaining children's absence; to record on Bromcom.
- Keypeople to telephone each day a child is absent where appropriate. First day calling in place for safeguarding.
- To notify teachers and other room staff that notification has been received.
- To use Bromcom and appropriate symbols to record attendance and punctuality.



Oliver Thomas Nursery School Children's Centre  
Mathews Avenue, East Ham, London, E6 6BU  
020 8552 1177 | [info@oliverthomas.org.uk](mailto:info@oliverthomas.org.uk)  
[www.oliverthomas.org.uk](http://www.oliverthomas.org.uk)



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- To draw the Head Teacher's attention to childhood illnesses that are commonly infectious for example: chicken pox.
- To work with the Head Teacher to create attendance reports for individuals or time frames so as to monitor and plan for interventions.

### **Responsibilities of the key person and class teacher**

- To complete registers using the appropriate symbols immediately.
- To work with parents in a confidential and discreet manner to establish high expectations of regular attendance and good punctuality.
- To praise parents for regular attendance and acknowledge the effort parents invest in setting good habits.

### **Responsibilities of the Head Teacher, Assistant Head Teacher**

- To set out expectations for regular attendance and good punctuality as part of the pre-school sessions, introductory meeting or home visit with the Head Teacher or keyperson.
- To ensure parents understand that where the child is not accessing the 15 hour entitlement for reasons linked to poor commitment, it is at the Head Teacher's discretion to withdraw the place
- To work with the office to identify children with irregular patterns of attendance or overall attendance below 80%. NB 80% for statutory education is deemed persistent absence.
- To monitor daily the attendance of the most vulnerable children including those who are subject to child protection plans. To follow 'first day calling' safeguarding protocols.
- To plan strategies to help parents improve attendance and work sensitively and in partnership with them to remove any barriers.

### **Procedures for notification of poor attendance that require intervention & support**

1. Parent(s) to meet with their child's keyperson either at parent conference or additional appointment arranged to discuss support or understand better, reasons for absence and set up actions and improvements.
2. Meeting arranged with Head Teacher and parent (NB Family Support Worker or other staff may also be involved) see proforma attached, appendix A
3. Target improvement and strategies agreed with parent.
4. Target met - no further action, child referred for future monitoring
5. Target not met-; a further meeting with the Head Teacher to review target improvement. Head Teacher discusses with the Chair of Governors and place withdrawn verbally and in writing as a possible last resort. A referral could be made to social care and triage in some circumstances if neglect as part of safeguarding is present.

