




Attendance and Punctuality Policy

September 2025

Signed (Chair of Governing Body):	
Date:	September 2024
Date of Review:	September 2025

As part of a formal Service Level agreement between the Local Authority, Arbor Academy Trust and the Acacia Nursery School Governing Body, the Governing Body has adopted this policy. The Governing Body reviews this policy annually.

The governors may, however, review the policy earlier than this, if the Government introduces new regulations, or if the Governing Body receives recommendations on how the policy might be improved. This document is also available in other formats e.g. e-mail and enlarged print version, on request to the School Office and is displayed on the school's website.

Rationale

Whilst recognising that attendance at Acacia Nursery School is non-statutory, we hope to instil good habits with regard to punctuality and attendance in children and their families. Regular attendance is vital and is monitored and reported on in line with statutory guidelines. Attendance and attainment are directly related and therefore it is essential that children attend school every day. The law requires compulsory attendance at school for pupils five years old and above. Our expectation is that all pupils should strive for full and punctual attendance. We do however recognise that some individual pupils and their families may need support in order to achieve this. In considering the authorisation of absences, the school will take into account any circumstances that are in line with the protected characteristics as outlined by the Equality Act 2010.

1. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- Children should attend nursery school for 190 days per year and the Department for Education has set a target of at least 95% attendance for each child. We would like to aim to achieve this.
- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school
- Promote and support punctuality in attending lessons.
- To create a culture in which good attendance is valued and seen as 'normal'.

2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)
- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- <https://www.legislation.gov.uk/ukxi/2006/1751/contents> [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

<https://www.legislation.gov.uk/ukxi/2013/757/regulation/2/made> It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

3. Roles and responsibilities

3.1 The Governing Body

The governing body have responsibility for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
 - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority

- Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- Where the school is struggling with attendance define struggling. Is it below national is it not achieving high expectation? Be specific!, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The school's legal requirements for keeping registers
 - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Sharing effective practice on attendance management and improvement across schools
- Holding the Headteacher/ Head of school to account for the implementation of this policy
- Have a link governor for attendance responsible for monitoring pupil attendance

3.2 The Headteacher/ Head of School

The Headteacher/ Head of School is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Setting attendance targets for individual pupils, classes and year groups
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance

- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Harriet Rose and can be contacted via harriet.rose@acacia.arboracademytrust.co.uk

3.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the Headteacher/ Head of School
- Working with the education welfare officer to tackle persistent absence
- Advising the headteacher/ Head of School/ Attendance lead (authorised by the headteacher) when to issue fixed-penalty notices

The attendance officer is Beverley Jones and can be contacted via school@acacia.waltham.sch.uk

3.5 Class teachers

- Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes for present (am), present (pm) , and submitting this information to the school office on the same day.
- Encourage pupils to attend school regularly and inform colleagues if there is a problem that may lead to absences

3.6 School admin staff

School admin staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the attendance lead where appropriate, in order to provide them with more detailed support on attendance

3.7 Parents

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

The Government Department for Education funds the free 15 or 30 hours of nursery education that your child receives, and in return children are expected to attend regularly. Parents are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 8:30am on the day of the absence (and each subsequent day of absence), and advise when they are expected to return

- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Discuss planned absences with the school in advance (e.g. family holidays, special occasions).
- A verbal or written explanation is required for every occasion on which a child is absent from nursery.
- When children come to nursery regularly, they benefit by making friends and feeling more settled.
- Research has shown that children who attend regularly learn more and make better progress
- Seek support, where necessary, for maintaining good attendance, by contacting Harriet Rose and can be contacted via harriet.rose@acacia.arboracademytrust.co.uk

3.8 Pupils

Pupils are expected to:

- Attend school every day, on time

4. Recording attendance

4.1 Attendance register

We will keep an electronic attendance register, and place all pupils onto this register. We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The school day starts at 8:55am and ends at 3:25pm. Pupils must arrive in school by 8:55am on each school day.

The register for the first session will be taken at 8:55am and will be kept open until 9:25am. The register for the second session will be taken at 12:25pm and will be kept open until 12:55pm. Registers should be completed between these times and returned to the office promptly.

4.2 Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 8:30am or as soon as practically possible, by calling the school admin staff, who can be contacted via 02085584444 or school@acacia.waltham.sch.uk

If your child is unwell, please contact the school on the first day of absence. If the illness is prolonged, we will request that you provide medical evidence. This can be in the form of a doctor's note or certificate.

A written explanation will be required for every occasion on which a pupil is absent from school. If, following enquiries, no satisfactory reason has been provided, the absence will be regarded as unauthorised and the register will be annotated accordingly. The school reserves the right to query the validity of an explanation and refuse to authorise an absence.

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness. Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

Monitoring Attendance:

Stage 1 (Day 1) – Parent call the school to notify of their child's absence, they are fully aware of reporting absence by 8:30am

Stage 2 (Day 1) - First day calling by staff to ensure parents are contacted to explain absence before 11:00am

(Day 2) – If parents have not made contact by 11am, emergency contacts will be called, followed by a home visit if no response

Stage 3 – Warning letters are sent for different stages of absence particularly low level attendance. Parent to be kept fully informed of their child's school attendance every half term. Letters are staged according to attendance percentage, for example if a child's attendance is 92% the parent would receive a close to Persistent absence letter. This is an escalated approach

Stage 4 – Meeting with the school attendance lead once 92% attendance is reached. Strategies for improvement agreed and timescale for improvement set. This to be monitored and tracked by the school.

Stage 5 – Meeting with the Senior Education Attendance Officer and school attendance lead once 90% attendance is reached. Parent surgery, and parent contract put in place. Time scale and support plan agreed and monitored. Referrals made to Early help and other support agencies if needed.

Stage 6 – Meeting with the Head of School/ Headteacher once 10 sessions in 10 weeks threshold is met. (refer to section 5.2 below)

Children missing education

The school will monitor attendance closely and address poor or irregular attendance. After 5 consecutive days of absence the school reserves the right to carry out no notice safeguarding home visits. Pupils with poor attendance will be referred to the local authority. The schools will inform the local authority of the pupils who fail to attend regularly. The school will also inform the local authority once a child has unauthorised absence of 5 days or more without permission. Children Missing Education (CME) referral made and warning of being taken off roll.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment. However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary and we will require proof of appointment, such as a medical card/ appointment letter, this will allow us to authorise the absence. Where possible, we expect you to inform the school in advance that your child will be absent. Prolonged absence (3 days or more) for medical reasons will require additional evidence in addition to parental notes. Absences will not be authorised without medical evidence. The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- **After the register has closed will be marked as absent, using the appropriate code**
- A member of the office staff will check the computer records fortnightly. If it is found that a child has been late on one or more occasion, a letter will be sent home reminding parents/carers of the need for punctual attendance.
- If a child is late on two further occasions a second letter will be sent, with a warning that further lateness will be referred to the Education Welfare Officer.
- After monitoring the situation for a further two weeks and if there is no improvement a referral to the education Welfare Officer will be made.
- Copies of all letters sent will be placed in the child's file.

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts by 11am of Day 2 of absence, the school may visit the home address to ensure the safety of the pupil (In line with stage 2, day 2).
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Copies of all letters/doctor's notes or appointment cards received will be placed in the child's file.
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer
- Letters regarding unexplained absences and lateness will be sent home weekly.
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals

4.6 Reporting to parents

The school will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.7 above) about their child's attendance and absence levels through termly report cards for all and half termly for target parents.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher / Head of School will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher /Head of School will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the headteacher's / Head of School's discretion, including the length of time the pupil is authorised to be absent for. We define 'exceptional circumstances' as 'rare, significant and unavoidable'. Leave of absence will not be granted for a pupil to take part in protest activity during school hours. As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

Acacia Nursery School is committed to a policy of minimum unavoidable absence from school during school time.

Holidays taken during term time will not be approved, therefore will be marked as unauthorised.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request. Any request should be submitted as soon as it is anticipated and, where possible, **at least 3 weeks before the absence**, and in accordance with any leave of absence request form, accessible via the school office. The headteacher / Head of School may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

6. Strategies for promoting attendance

Promote a Positive School Culture

Welcoming Environment:

- Ensure that the school environment is welcoming and safe.
- Greet students and parents warmly at the beginning of each school day.
- Celebrate diversity and promote inclusivity.

Positive Relationships:

- Foster strong relationships between students, teachers, and staff.
- Encourage staff to build rapport with students and their families.

Engage Students and Make Learning Exciting

Engaging Curriculum:

- Offer a dynamic and engaging curriculum that makes students excited to come to school.

- Incorporate hands-on learning, technology, and real-world applications.

Extracurricular Activities:

- Provide a variety of extracurricular activities to cater to diverse interests.
- Encourage participation in clubs, sports, arts, and other activities.

Family Engagement

Open Communication:

- Maintain open lines of communication with families.
- Use newsletters and parent-teacher conferences to keep families informed.

Family Support:

- Offer workshops and resources to help families support their children's education.
- Provide information on the importance of regular attendance and its impact on academic success.

Recognition and Incentives

Celebrate Attendance:

- Recognise and celebrate good attendance regularly.
- Implement a reward system for students with excellent attendance records.

Attendance Awards:

- Provide termly rewards and individual rewards for attendance.

7. Supporting pupils who are absent or returning to school

7.1 Pupils absent due to complex barriers to attendance

Health and Wellness:

- Provide access to healthcare services, including mental health support.
- Promote healthy habits and provide resources for students' physical and emotional well-being.

Address Socio-Economic Challenges:

- Identify and support students facing socio-economic challenges.
- Provide resources such as free wrap around care.

7.2 Pupils absent due to mental or physical ill health or SEND

The school will ensure that support is in place for pupils whose absence is due to mental or physical ill health or SEND. The school will ensure that they understand the reason for the absence, any therapies required and will review any possible application for timetable adjustment in the initial stages if required. This will be assessed and based on the nature of the absence, for example bereavement absence or serious illness. Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that are related to the pupil's needs, the school will inform the local authority.

7.3 Pupils returning to school after a lengthy or unavoidable period of absence

The school will ensure that support is in place for pupils returning to school following a lengthy or unavoidable period of absence. The school will ensure that they understand the reason for the absence and support with any therapies that may be required. Review of a possible application for timetable adjustment in the initial stages if this is deemed as appropriate to support the return to school. The school will ensure a personalised approach which is based on the nature of the absence.

8. Attendance monitoring

8.1 Monitoring attendance

The school will monitor attendance and absence data (including punctuality) fortnightly, half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level. Specific pupil information will be shared with the DfE on request. The school has granted the DfE access to its management information system so the data can be accessed regularly and securely.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

8.2 Analysing attendance

The school will:

- Analyse attendance and absence data weekly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of fortnightly, half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

8.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 8.4 below)
- Provide regular attendance reports to class teachers to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

8.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions

- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- If it is found that a child's attendance has fallen below **95%**, a standard letter will be sent to the parent/carer. **Where absence has been agreed for exceptional circumstances, or where there is a known serious illness, this will be taken into account.**
- Further monitoring will be carried out to see if attendance shows improvement.
- Additional absence will result in a further letter being sent home.
- If poor attendance continues, an official referral will be made to the Education Welfare Officer and a home visit will be made.
- Copies of all letters sent will be placed in the child's file.
- The school monitors pupils who have unauthorised absences, are persistently late to school, have a number of absences due to sickness/medical reasons and have requested/taken leave for holiday purposes

9. Parental Responsibilities when collecting their child from school and afterschool clubs

It is the parent/carers responsibility to collect their child from school. It is the parent/carers responsibility to inform the school if they will be late and/or if an alternative carer will be collecting their child. If a child is regularly collected late then social services will be called.

If the parent/carer is late in collecting their child after 6.00pm from after school club, then the parent/carer is expected to make contact with the school. If the child has not been collected within 30 minutes of contacting the school, then the school will make contact with Social Services.

If the child has not been collected and the parent has made no contact with the school then Social Services will be called immediately.

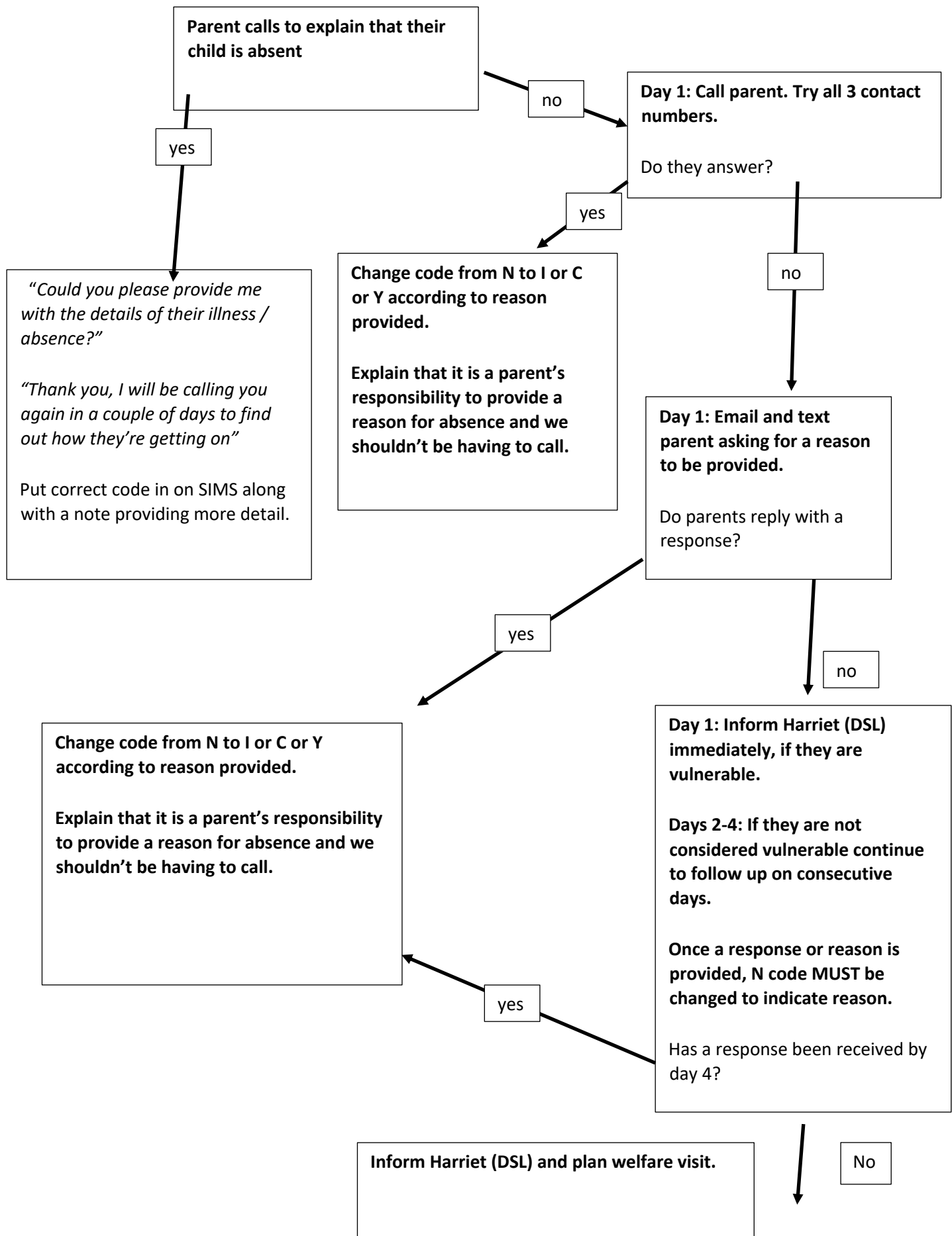
10. Links with other policies

This policy links to the following policies:

- Child protection
- Safeguarding policy
- Behaviour policy

APPENDIX 1

Non-Attendance Flow Chart (to be carried out on day 1)



APPENDIX 2



Dear Parent / Carer,

Date:

Acacia Nursery School is committed to improving achievement through good attendance. Research has shown that children who attend regularly learn more and make better progress. It is important that your child comes to nursery every day, unless she or he is ill.

The Government Department for Education funds the free 15 hours of nursery education that your child receives, and in return children are expected to attend regularly. Acacia therefore monitors the attendance of all children.

I enclose a copy of your child's school attendance record. You will see that your child has attended sessions out of apossible sessions, and attendance is currentlypercent, which I am sure you will agree, is a cause for concern. We will continue to monitor your child's school attendance over the next 4 weeks, and, with your co-operation, I look forward to seeing an improvement.

If you wish to discuss any problems affecting attendance, please do not hesitate to contact me.

Yours sincerely,

Harriet Rose

APPENDIX 3



Dear Parent / Carer,

Date:

As identified in earlier correspondence, your child's attendance is a concern. We have been monitoring it closely over the last 4 weeks and haven't seen a significant improvement. Your child's attendance is currently atpercent.

We would therefore like you to attend a meeting with our Education Welfare Officer to discuss the importance of regular attendance and how we can work with you to improve the situation.

The date and time of the meeting is:.....

Acacia Nursery School is committed to improving achievement through good attendance. Research has shown that children who attend regularly learn more and make better progress. It is important that your child comes to nursery every day, unless she or he is ill.

The Government Department for Education funds the free 15 hours of nursery education that your child receives, and in return children are expected to attend regularly. Acacia therefore monitors the attendance of all children.

Yours sincerely,

Harriet Rose

APPENDIX 4



Dear Parent / Carer,

Date:

Every half term we request you to provide up-to-date contact details and addresses so we can keep accurate records on our system. This ensures that we are able to contact you in an emergency and send letters and correspondence to the correct address. We understand that in many cases, your details will have remained the same, but we would be very grateful if you could complete the form.

Address.....

We would ideally like three named contacts along with phone numbers and email addresses. The contact doesn't have to be a family member, they just need to be a trusted adult.

	Name of contact	Relationship to child	Phone number(s)	Email Address
Contact 1				
Contact 2				
Contact 3				

Please could also provide us with a password that will be used by trusted adults who are collecting your child that staff may not recognise. This password needs to be shared with whoever is picking up your child. The password can then be said to the adult dismissing your child and they can check that it matches the password provided by you. This ensures that we are able to safely dismiss your child.

Password for collection.....

Yours sincerely,

Harriet Rose

(Please return this form to Beverley, in the office, and please fold or place in an envelope as the information you provide is confidential)

APPENDIX 5



Dear Parent / Carer,

Date:

We are writing to let you know that your child has been late on number of occasions over the last two weeks from the date ofto.....

Persistent lateness is disruptive to all children's learning and can lead to children missing key parts of their education.

Arrival after the gate has shut is considered **late**.

We hope to see an improvement regarding your child's punctuality.

If you are having difficulties regarding your child's punctuality, please contact Harriet Rose to discuss ways we can work with you to help solve the problem.

Yours sincerely,

Harriet Rose

Appendix 6: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend

C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	<p>Pupil is unable to attend as they are:</p> <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention

Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays