

Attendance Policy

Flagg Nursery School



Introduction

Flagg Nursery School believes that good attendance is essential if children are to take full advantage of the opportunities offered by our school. Flagg Nursery School offers a flexible attendance pattern which fits round individual families, to ensure all children can access as much of our rich and exciting curriculum as possible.

Aims

The school aims to achieve good attendance through the operation of its Attendance Policy where staff, children, parents/carers work in partnership together. Attendance is regularly monitored and the staff team liaise with families and other agencies where appropriate. We encourage staff, parents/carers and children to maximise the daily learning opportunities on offer and provide clear procedures for involving parents in encouraging good school attendance. We understand that regular attendance can be a challenge for some families and their children, and work on an individual basis to sensitively encourage good attendance for all.

Procedures and Practice

The school's normal session times are as follows:

- 8.00am-9.00am Breakfast Club
- 9.00am-9.15am Flexi drop-off
- 12.00pm-12pm Morning Session
- 9.00am-3.00pm Full day session
- 3.00pm-3.15pm Flexi pick-up

We recognize that, due to our remote rural location, it is difficult for parents to drop off and pick up at two schools, so we offer flexi drop off and pick up times.

Children should attend Nursery on each of their allocated sessions, wherever possible, unless the reason for the absence is unavoidable.

Children are sometimes reluctant to attend school. Any problems with regular attendance is sensitively approached through the school, the parents/carers and the child working together.

In line with safeguarding procedures, parents/carers are expected to contact school on each morning of their child's absence, so school are aware of why their child is not in school. The School's Designated Safeguarding Leads will make contact with parents/carers if they do not arrive when they are expected to check that all is well.

The school applies the following procedures in deciding how to deal with individual absences:

A phone call to home, if we have had no information regarding absence to ascertain why a child is absent and see if we can support in any way.

The person responsible for attendance matters in this school is: Sarah Brown, Head Teacher

Equal Opportunities

The needs of all children and families are taken into account when dealing with individual children's attendance.

Children that are eligible for Early Years Pupil Premium may be offered a grocery vouchers to help with the cost of packed lunches or additional session to support attendance at the discretion of the Governing Body.

Monitoring and Review

The school's Attendance Policy will be reviewed on an annual basis alongside other Safeguarding Policies.

September 2025