



Turnfurlong Infant School – Nursery Attendance Policy 2025-26

Appendix 1 – Children in our Nursery class

Roles and responsibilities

Parents/carers are expected to:

- Make sure their child attends Nursery every day and on time
- Call the school to report their child's absence before 9.15 am 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 one emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the Nursery session
- Proactively engage with support offered informally or formally to help your child overcome any barriers to attendance

School processes for recording attendance and absence

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 morning and afternoon session. It will mark whether every child is:

- Present
- Absent

Nursery sessions

Our session times are as follows:

8.30-11.30 am

12.30-3.30 pm

In the morning session children must arrive in Nursery by 8.50 am.

In the afternoon session children must arrive in Nursery by 12.50 pm.

Absence

If your child is going to be absent, you must tell us the reason why by 8.45 am that day, or as soon as practically possible, by calling the school office staff. They can be contacted via telephone on 01296 489265 or by email at office@turnfurlong-inf.bucks.sch.uk

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide 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/carers will be notified of this in advance.

A pupil who arrives late:

- Before the register has closed will be marked as late (Code L)
- After the register has closed will be marked as absent (Code U)

Punctuality

When a child is regularly arriving late to school, parents will be invited into school to attend a meeting with the Headteacher, Mrs Ochiltree to discuss barriers to time keeping and to explore any further support that the school may be able to offer or signpost to. The aim of the meeting will be to work together to identify positive strategies to improve attendance.

Following a meeting, punctuality will be monitored for three weeks.

Planned absence

We encourage parents/carers 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.

Please inform the school office via telephone, 01296 489265 or email office@turnfulong-inf.bucks.sch.uk if you need to take your child to a medical or dental appointment.

Procedures following unexplained absence

The school office will call the child's parent/carer 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, the school will manage this as a safeguarding concern. They will

- send an email and/or text message to all registered users of ParentMail associated with the pupil
- contact any other professionals supporting the family (social worker, family support worker)

If, following this, the school cannot reach the child's parent/carer they may

- make a welfare visit to the child's registered address
- follow advice from ESAS or the Buckinghamshire Children's Services First Response team
- request a welfare check from Thames Valley Police

The school office will 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.

The school office will call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will follow procedure for Children Missing in Education.

Strategies for promoting attendance

- Leaflets for parents of children who are non-statutory school aged to explain the importance of regular attendance