

## The Federation of Kintore Way Nursery School & Children's Centre & The Grove Nursery School Attendance, Timekeeping and Transitions Policy and Procedures

This policy reflects statutory guidance from the Department for Education (DFE), the Early Years Foundation Stage (EYFS) framework effective September 2025, and Keeping Children Safe in Education (KCSIE) 2025. It aligns with 'Working Together to Improve School Attendance' (Sept 2025) and sets out expectations for promoting high attendance and punctuality across the federation. Purpose: To ensure consistent attendance and timekeeping practices that support safeguarding, welfare, and learning outcomes for all pupils, including those in EYFS settings.

At the Federation of Kintore Way Nursery School & Children's Centre & The Grove Nursery School, we believe that good attendance and timekeeping is essential for your child's learning and development. Children that regularly attend nursery and are on time join their friends at the start of the session, settle quickly, and have access to a wide range of experiences. Good attendance also ensures children know they need to attend school every day.

Your child should be at school on time and every day that they are due to attend, unless the reasons for the absence is unavoidable or they are unwell.

### Procedures for Parents/Carers

Parents are expected to ensure their child attends every day when the school is open except in certain circumstances.

#### **Reporting Your Child's Absence**

If your child is going to be absent, please report it by calling the relevant school office by 9am (morning/full time children) or by 12.30pm (afternoon children). Kintore Way office number is **02075251196** and The Grove office number is **02077016629**. Absence can also be reported by email to [office@kintoreway.southwark.sch.uk](mailto:office@kintoreway.southwark.sch.uk) or [office@grove.southwark.sch.uk](mailto:office@grove.southwark.sch.uk) or via the ParentMail App. The App can be downloaded from the App or Play Store. Please be specific about the reason for absence e.g. if you are reporting sickness please tell us exactly what is wrong with your child.

If your child's absence is not reported by the allocated time, we will call you and if we cannot get hold of you we will call all the phone numbers on your emergency contact list. If we are unable to contact you or an emergency contact, a **home visit may need to be carried out**. If no one is at home, **we are required to report the absence to the police**. Please prevent unnecessary use of staff time and resources by **always** reporting your child's absence. This protocol forms part of our safeguarding procedures. We need to ensure you and your child is safe.

#### **Late Arrivals**

Please make sure that you bring and collect your child on time. If you do arrive late after **9.00am**, you will need to record the reason for your child's lateness at the main office. You will need to wait in Reception for a member of staff to come and collect your child and mark them in the register. Please do not try to get through the locked doors as staff may not have seen you come in and therefore will not know your child is in school. Please remember that no child must be left unattended in Reception and it is the parent's responsibility to ensure that their child is collected by a member of staff before leaving the premises.

## **Early Collections**

We do not allow early collection unless there are agreed special circumstances. Collecting children early is very disruptive to the classrooms and takes staff away from their role of supporting children's learning. Please note: we CANNOT allow parents/Careers to interrupt group times.

If you need to collect early you must speak to a member of the Senior Leadership Team in advance to make appropriate arrangements.

## **Attendance Reports**

Attendance, including unauthorised absence and lateness is recorded and an attendance report is shared with you at parent meetings.

## **Illness**

If your child is unwell, please keep them at home.

Guidance can be found here; <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

If your child has diarrhoea or has been vomiting then they need to be free of symptoms for 48 hours before coming back to nursery. This prevents the spread of infectious illness to other children and staff.

Your child is authorised to miss nursery for a medical or other urgent appointments. You must inform the relevant Nursery School in advance and documentation needs to be provided if a child is attending hospital or clinic appointments.

## **Holidays**

Your child is also not authorised to miss nursery for holidays during term time. There are 13 weeks of school holidays: please do not make any bookings during term time. If you have a family emergency then you can request emergency time out of nursery.

## **Procedures for Staff**

### **Daily Monitoring Absence**

**Children's safety is paramount and our priority is to ensure we know, as soon as possible, the reasons for any absence.**

- Complete registers promptly.
- Must be returned to school office / completed by 9:00am and 12:45pm.
- Listen to absence calls, read absence emails, ParentMail.
- Bring together registers, lateness, absence calls - produce the list of children absent with no explanation.
- Double check in the classroom before you start calling.
- Start first day calling for children absent without explanation, call everyone on the contact list until you get an answer. Leave messages if there is a voicemail option. Send a text message, but do not leave it at that.
- You might get an overseas ring tone - is the family taking a holiday they have not told you about?
- Call the contact list at least twice.
- By this stage, if you have a good contact list (3 numbers minimum) you probably have a reply.
- If no reply at all consider whether any children have additional agency support, such as a social worker, contact them.
- Do you have any school intelligence? Does anyone know the family?

- No explanation from a supportive family is very worrying - so don't just concentrate on children who you already know to be vulnerable.
- Make a prompt home visit.
- If you cannot get an answer refer immediately to children's services / MASH / Police and request a welfare call.
- If you can see them inside a house avoiding your knock, do not refer - unless you think the children are at risk of significant harm.

If the office is unable to get hold of anyone on the contact list then the office will alert a member of the Senior Leadership Team.

If contact is made with the parent and the child is missing the police are contacted.

### **Safeguarding Procedures**

Attendance monitoring is a safeguarding responsibility under KCSIE 2025. Unexplained absences must be treated as a potential safeguarding concern. Staff must follow escalation procedures, including contacting parents promptly, referring to Children's Services/MASH where necessary, and requesting police welfare checks if a child's whereabouts cannot be confirmed. All actions must be documented and reported to the Designated Safeguarding Lead (DSL).

Once the registers have been entered onto the schools MIS system, daily absence reports are emailed to the Senior leadership Team each morning and afternoon once the registers have been completed. The Senior Leadership team check the absences daily to ensure unauthorised absence is followed up and to monitor illness in case of any outbreaks or Diarrhoea or vomiting etc.

### **Registration**

The law requires our school to maintain two registers;

- an admission register, which serves as a school role
- an attendance register

### **Marking the register**

Attendance registers are completed at the beginning of the morning session and afternoon session. Staff record attendance for AM, PM each day.

It is prescribed that children should be marked as either, present, engaged in an approval educational activity or absent.

The register must also show if the absence was authorised by the school or unauthorised

We follow the guidance for the completion of registers and the codes as set out in the DFE **statutory** document 'Guidance on School Attendance.'

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1105095/WITHDRAWN-School\\_attendance\\_guidance\\_May-2022.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1105095/WITHDRAWN-School_attendance_guidance_May-2022.pdf)

### **Importance of Children Attending**

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It is really important that children have regular consistent attendance, and arrive on time. Children have better outcomes if they attend school everyday.

Good attendance helps them to develop and build friendships.

There is a risk that poor attendance will continue through to primary school and secondary school if they do not attend everyday.

There is an increase in children refusing to go to school as they get older, if children are given the impression that they do not have to go to nursery every day this could make the transition and attendance into Primary school challenging.

We recognise that there can be challenges getting children to school everyday, and as a school we want to ensure we are providing the right support to improve attendance.

### **Persistent Poor Attendance or Timekeeping**

If a child has poor attendance or consistently poor time keeping, the Nursery School should take appropriate action to support the family and identify any barriers causing poor attendance or lateness. We encourage parents to speak to a member of the SLT at the earliest sign of an issue arising regarding attendance. The Federation of Kintore Way Nursery School and The Grove Nursery School is committed to having a multi-agency approach and will actively engage with all other services involved with the family to encourage improved attendance and remove any barriers. If

If Poor Attendance persists we will:

- Arrange a meeting to discuss ways in which we can support better attendance (Appendix 1).
- Monitor Attendance for improvement.
- Arrange second meeting if there has been no improvement to discuss options.

### **Roles and Responsibilities**

Office and class based staff are responsible for being vigilant around attendance and timekeeping. Staff complete 'Attendance concern forms' (Appendix 2) which are completed and then given to appropriate member of the Senior Leadership Team to investigate.

### **TRANSFER TO PRIMARY SCHOOL**

Parents apply for a primary school place between the months of September and January for a place the following September.

Information about the admissions process can be found on Southwark's website using the following link <https://www.southwark.gov.uk/schools-and-education/school-admissions>

Staff prepare children for the transition to primary school by means of discussion, role play going to school and the use of books. Reception Teachers are invited to visit the children at the relevant Nursery School.

# **The Federation of Kintore Way Nursery School & Children's Centre & The Grove Nursery School**

## **Policy Name**

### **Attendance, Timekeeping and Transition Policy and Procedures**

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**Adopted and signed on behalf of The Federation of Kintore Way Nursery School & Children's Centre & The Grove Nursery School by the Governing Body at the meeting on**

**11<sup>th</sup> December 2025**

## **Name of Governing Body Representative**

**Robert Weir**

## **Signature of Governing Body Representative**



## **Name of Executive Headteacher**

**Rebecca Sherwood**

## **Signature of Headteacher**



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**Date signed 11<sup>th</sup> December 2025**

**Date to be reviewed: Autumn 2026**

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Sample letter

Dear

**Pupil: Name of pupil**

DOB:

As part of our ongoing monitoring of all pupils, we have noticed that XXXX's attendance currently stands at XX%. XX of these absences are due to illness/lateness/unauthorised absence / unauthorised lateness (delete as appropriate). This means that XXXX has missed XX days of their education this academic year. We have enclosed a copy of the current attendance for your information.

We have high expectations at Kintore Way Nursery School / The Grove Nursery School (delete as appropriate) that even quite low levels of absence have a negative impact on achievement and attainment. In the Early Years, Personal, Social and Emotional development is a prime area of learning. Children who are not in every day or arrive late can find making friendships a bit more challenging. Children can also take longer to settle.

We want children to understand that they need to attend school every day to ensure they form positive attitudes to school attendance.

We appreciate that every situation is different and there may be specific issues which are making it difficult for your child to attend school. Under the current government guidance Working Together to Improve School Attendance, we strive to ensure that school attendance is prioritised throughout our school. We take a "Support First" approach as set out in the guidance and are always open to discussing your child's attendance with you to agree strategies to improve that attendance.

If you would like to discuss your child's attendance, please do not hesitate to contact us on the number below and we would be more than happy to discuss your concerns and agree where further support can be put in place for your child to improve their attendance.

We will be monitoring XXX's attendance and hope to see an improvement in the future.

If there is no improvement or there is an increase in absences, we will arrange a meeting to find ways to support you and your child in improving school attendance.

Thank you or your continued support.

Yours sincerely,

Rebecca Sherwood  
**Executive Headteacher**  
**Federation of Kintore Way Nursery School & Children's Centre & The Grove Nursery School**

### Attendance Concern Form

Full name of Child: \_\_\_\_\_

Room: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Key Person: \_\_\_\_\_ Issue raised by: \_\_\_\_\_ Date: \_\_\_\_\_

Type of concern: (Please tick)      Attendance            Reporting Absence     

Late Arrival            Late Collection            Other            please specify \_\_\_\_\_

Concern:

Conversation:            Date:      DD/MM/YYYY      Letter sent:            Date:      DD/MM/YYYY

SLT Informed:            Date:      DD/MM/YYYY      Office staff: \_\_\_\_\_

Actions:

Follow Up: