



The Milford Academy

Nursery Attendance Policy

Document Information			
School:	The Milford Academy	Version Date:	Spring 2026
Approved by: (if applicable)	Governing Body	Owner:	S Smith
Approval Date:	January 2026	Next Review Date:	Spring 2027

Nursery Attendance Policy

General principles and Equal Opportunities

At The Milford Academy we aim to provide every child with full access to the Early Years Curriculum, regardless of their learning ability, ethnic and religious background or gender. Good attendance helps all our pupils to make good, consistent progress in all areas of learning. Therefore, we are committed to raising attendance and will set targets each year to do so.

The Milford Academy expects good attendance from its pupils, in order for them to make the most of the opportunities that the Nursery has to offer. We also expect our pupils to arrive on time. We rely on our partnership with parents to ensure that this is achieved.

Although Nursery children are not at compulsory school age, it is important that they attend regularly and on time. The Milford Academy's attendance target is 97% which all children and parents aim for, including our youngest children in the Nursery. Regular attendance and punctuality helps your child in the following areas:

- To develop relationships with peers and staff
- To increase independence and self confidence
- To maintain higher levels of well-being and involvement
- To be happier and content at Nursery, understanding the rules, routines and expectations of the setting
- To learn basic skills in maths, reading and writing
- To develop physical skills
- To be confident learners and have a positive attitude to learning

Authorised and unauthorised absence

We understand that on occasions children may be too ill to attend Nursery. On these occasions it is the parent's responsibility, to contact The Milford Academy Nursery by telephone or via class Dojo, before the session begins, so the absence can be registered as authorised. You can contact us on the following number 0115 9152951.

Authorised absence can be;

- Illness
- Medical or dental appointments which cannot be arranged outside school hours
- Days of religious observance
- Leave of absence in exceptional circumstances
- Requested leave of absence due family holiday

Unauthorised absence can be:

- Truancy
- Staying at home to look after younger children or sick relatives
- Going shopping or having a hair cut
- Any absence which school has not been informed about, either by letter or telephone
- Unrequested leave of absence due to family holiday

In the case of a holiday, parents must complete a leave of absence form to inform us of the dates your child will be absent, and return it to Nursery Staff. As children are not legal school age this will be an authorised absence. Without notification of the holiday, the absence will be recorded as unauthorised.

In the event that a child has been off for 2 days and we have received no notification, a member of the Nursery team will contact you via class Dojo. If we do not receive a response, we will telephone you.

Please note, The Nursery Attendance Policy is different to the Whole School Attendance Policies

If a child's attendance is below 90% in any term, parents will be contacted and if no reasonable explanation is given, The Milford Academy reserve the right to withdraw the space

Child Absences.

The Milford Academy follows up on absences in a timely manner. If a child is absent for a prolonged period of time, or if a child is absent without notification from the parent or carer, attempts will be made by a member of staff to contact the child's parents and/or carers and alternative emergency contacts.

The Milford Academy will consider patterns and trends in a child's absences and their personal circumstances and use their professional judgement when deciding if the child's absence should be considered as prolonged.

Consideration will be given to the child's vulnerability, parent's and/or carer's vulnerability and their home life. Any concerns will be referred to local children's social care services and/or a police welfare check requested.

Punctuality

It is very important that children arrive on time to Nursery so that the session can start promptly. The door will close at 9.00am morning session and 12.45pm afternoon session.

We begin our day with a welcoming carpet session where we deliver phonics and maths activities to the children. Lateness interferes with this and it may mean that your child misses out on vital learning opportunities. It can also be very disruptive to the staff and other children. Children who arrive late need to be dropped off at the school office.

If for any reason you are running late to collect your child, please phone the school office to inform us. Parents who are more than 10 minutes late collecting their child will need to collect their child from the school office where you will be asked to sign your child out due to lateness.


Rewards

Nursery staff familiarise children with the procedures and remind them often of the need for good attendance.

At the end of each half term, children at The Milford Academy with 100% attendance are presented with a certificate and a gift.

At the end of each academic year children with between 97% and 100% attendance for the whole year receive a certificate and a gift.

Leave of absence form (image)

 THE MILFORD ACADEMY - REQUEST FOR LEAVE OF ABSENCE FORM		
Name of Child(ren)		
Class		
Name of Parent(s)/Carer(s)		
Date(s) of Proposed Absence		
No. of school days child(ren) would miss		
Please indicate the reasons for this absence. If this is for a holiday, please indicate why this holiday could not take place in the course of the normal holiday pattern (please see the attached – guide for parents before writing your reasons).		
Signature of Parents/Carers with Legal Responsibility for the Child		
Date		
If this request is for a term time holiday, I confirm that the holiday has been...		Booked
		Not booked

Please return this form to school before any booking is made if this is for a holiday to be taken during term time. School requests where possible applications for leave of absence are completed **28 days** before the leave commences.

Please note that penalty notices are issued per parent/carer, per child, and are set at **£80 if paid by 21 days and £160 if paid between 22 and 28 days**. If a penalty notice remains unpaid, any resultant legal proceedings would relate to section 444(1) of the Education Act 1996.

PLEASE NOTE THE FOLLOWING CHANGES FROM 19TH AUGUST 2024:

First Offence: The first time a Penalty Notice is issued for Term Time Leave or irregular attendance the amount will be: **£160 per parent, per child*** when paid within 28 days. Reduced to **£80 per parent, per child*** if paid within 21 days.

Second Offence: (within 3 years): The second time a Penalty Notice is issued for Term Time Leave or irregular attendance the amount will be: **£160 per parent, per child*** when paid within 28 days. (No option to pay at £80 level).

Third offence and Any Further Offences (within 3 years): The third time an offence is committed for Term Time Leave or irregular attendance a Penalty Notice will not be issued. **The case will proceed to the Magistrates' court. Magistrate's fines can be up to £2,500 per parent, per child***

PLEASE NOTE: *Penalty Notice fines will be issued to **each parent**, for **each child** who was absent.

