

# Woodside Primary Academy 2025-2026

## Nursery Attendance Pathway

Attendance Lead will write to all parents at the beginning of each term, reminding them of attendance expectations.  
**Be Proactive Letter-habit 1**

**Attendance Leads (AO):**  
**Monitor:**  
Whole school attendance patterns on a weekly basis to identify those at risk  
JC or allocated lead to email parents daily of children who are absent

Class Teacher to highlight any patterns of absence and raise with JC and NJ.  
JC to discuss with DD, including Fri patterns.

Attendance Precedures:  
**<80% absence**

DD will meet or call previous PA parents at the beginning of the school year; to promote good start to the Nursery year

**AO to send: Cautionary letter to parents (Begin with the end in mind-habit 2) (template 1 letter)**  
Monitor for 2 weeks (Arrange Meeting with AO)

Attendance Precedures:  
**<70% absence**

JC: monitor attendance

### IMPROVEMENT

**Present every day for 4 weeks since:**  
Send **POSTCARD** (sharpen the saw – habit 7)

### NO IMPROVEMENT

If 1+ unauthorised or no improvement absence within 2 week period:

- Meeting with JC send letter 2 of invite

AO: to monitor for 4 weeks

If continues to improve - no further contact, monitor until pupil enters next % phase, continue regular monitoring

If **1+ unauthorised absence**

Agreed Time period monitor:

### NO IMPROVEMENT JC - MONITOR

Letter 3 to be sent out.  
If attendance is not improved over the agreed period:

- Follow up meeting
- May result in loss of place if we have an active waiting list

### IMPROVEMENT

After 4 weeks – review meeting, to ensure they remain on track

### DETERIORATION

Agreed Time period monitor:

### NO IMPROVEMENT If 1+ unauthorised

- Offer 2 Weeks Notice
- If no authorised reason for absence
- Withdrawal of Place letter to be sent after consultation with DD and HOS

**NB.** No contact with ANY child who is absent 5 days (no contact) inform Inclusion team and home visit to take place. 5 days no contact without authorisation (even if absence was expected) – AO to contact **BACME** immediately. **Home visit** – no adult present Police **MUST** be called and inform school DSL