



Attendance Policy

Aug 2025 CSH

We are committed to reviewing our policies and procedure annually.

Introduction

At Woodland Nurture Forest School, we are committed to maintaining high attendance rates among our pupils, as it fosters a happy and engaged learning environment. Our policies and procedures are reviewed annually to ensure they align with our values and provide the best care for our children.

We believe that high attendance rates reflect our nurturing and stimulating environment, where children look forward to coming each day. Our diverse range of engaging activities, outdoor adventures, and supportive staff contribute to a positive and enjoyable experience for every child. Through hands-on learning and exploring nature, children develop a sense of curiosity and excitement, making them eager to participate regularly.

Procedure

- Attendance for each session is produced via the Pembee booking app.
- A paper copy of each session, along with contact details, is printed from Pembee.
- Attendance is recorded on the paper copy.
- Any illness, doctor's appointments, holidays, etc., are noted on the paper copy.
- Paper copies are kept for a minimum of 1 academic year.
- Attendance for Alternative Provision Children is recorded on the Notts CC DCPro morning and afternoon using the correct codes. This attendance can then be followed up by the LA.

Monitoring Absences

- If a child is absent and no communication has been received half an hour into the session, we will contact the home to inquire about the child's whereabouts.
- If there is no reply, a message will be left.
- If there is no response from the initial contact, a second contact number will be used.

School-based children (interventions)

When children attend from a school, it is our policy that the school contacts us to ensure attendance. This communication helps to maintain accurate records and ensures the safety and well-being of the children. This is set out in our Service Level Agreement with the schools.

Supporting Families

If a child has consistently poor attendance, we will discuss with the family to understand the reasons and explore ways to provide support.

We understand that some children attending Woodland Nurture face challenges related to Social, Emotional, and Mental Health (SEMH) and anxiety, Emotionally Based School Avoidance (EBSA) and Anxiety Related Non-attendance (ARNA) and we take these needs into account.