

Cleator Moor Nursery School



NURSERY EARLY YEARS ATTENDANCE POLICY AND PROCEDURES

Relevant roles held and by whom (correct at the time of publishing)	
Senior attendance champion:	Charlotte Oddie
Designated Safeguarding Lead (DSL):	Charlotte Oddie (01946 810846)

Approved by ¹			
Name:	Margaret Messenger		
Position:	Chair of Governors		
Signed:			
Date:	September 2025	Version No:	1
Proposed review date ² :	September 2026		

KAHSC (V1) – September 2025

¹Head teacher/Proprietor is free to approve this Policy and procedures.

²Head teacher/Proprietor is free to determine the review period but the Policy and procedures must be brought to the attention of parents, and relevant others at least annually.

Each entry in the table below summarises the changes to this Policy and procedures made since the last review (if any).

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11. Transition

If you decide to move your child to another setting, then please inform us so that we can send records to the next setting to ensure a smooth transition and we can take them off our register. Please note we require 4 weeks written notice of your child leaving.

12. Policy review

This policy will be reviewed annually or as necessary to ensure its effectiveness and compliance with relevant legislation.