Attendance Policy

Applies to all children attending the setting

Policy Statement

Regular attendance is essential for a child's development, safety, and emotional well-being. This policy outlines expectations for reporting child absences, how the nursery will follow up on absences, and the safeguarding procedures that may be triggered if a child is absent without explanation or for a prolonged period. This policy reflects statutory guidance as of September 2025.

Parent/Carer Responsibilities

Parents and carers are expected to:

- Ensure their child attends nursery regularly and punctually.
- Notify the nursery **before 9:30am** on any day their child is absent, providing a reason and expected duration.
- Inform the nursery in advance of any planned absences, such as holidays or medical appointments.
- Keep the nursery updated with **at least two emergency contact details**.

Reporting Absences

Absences must be reported by phone, email, or text message. Parents/carers must provide:

- Child's full name
- Reason for absence
- Estimated return date

For absences longer than three days, parents are expected to keep the nursery updated on the child's condition and return plans.

Nursery Procedure for Unreported or Prolonged Absences

Situation	Nursery Action
No contact by 9:30am on day of absence	Attempt to contact parents/carers by phone, email or Tapestry.
Absence lasts more than 5 consecutive days	Contact parents to discuss the reason. A home visit may be considered.
Prolonged or repeated unexplained absences	Reviewed by the Designated Safeguarding Lead (DSL). The child's and family's vulnerabilities will be considered.
Concerns for child's welfare	Refer to local **Children's Social Care** and/or request a **Police welfare check**.

The nursery uses **professional judgement** when determining whether an absence is prolonged or concerning, considering:

- Frequency or pattern of absence
- Known vulnerabilities of the child or family
- Any recent safeguarding issues
- General welfare concerns

Safeguarding and Record-Keeping

- All absences and communications will be documented in the registers.
- Attendance is monitored regularly.
- Any emerging concerns will be raised with the DSL.
- If required, referrals will be made in line with local safeguarding procedures.
- Daily attendance registers are completed at the start of each session.

Communication with Parents and Carers

This policy is provided to all parents/carers upon registration and is available on the nursery website and on request.

Updates to the policy will be communicated through email, newsletters, or notice boards.

This policy is written in accordance with the Early Years Foundation Stage (EYFS) statutory framework (as updated September 2025).

Policy Review

This policy will be reviewed annually or earlier if statutory guidance changes.