

## Attendance Policy

At nursery we believe good attendance plays a fundamental role in supporting children's educational achievement, well-being and in keeping children safer. Establishing regular routines for young children supports the settling-in process and enhances their sense of security and belonging. When a child has a part-time place, regular attendance is especially important.

This policy outlines the procedures to promote and monitor attendance and those that will be followed if a child is absent from the setting. We wish to create a culture where good attendance and punctuality is valued by all and so will work with parents to work together to remove barriers to attendance. We recognise that sometimes families may need extra support with attendance, therefore effective communication is essential between parents and the key person, who may be able to offer advice and support or referrals to other agencies who may be able to help, such as the health visiting team, portage or early help.

To promote good attendance, we will:

- Share our attendance expectations with parents prior to admission, including conveying clearly to parents that regular attendance and punctuality is expected, is in the child's best interest, and unexplained absence will be investigated
- Keep records of attendance to enable monitoring and evaluation so that emerging patterns are addressed
- Foster a positive attitude to good attendance by quickly responding to children's absence while also recognising and celebrating, 'good' and 'improving' attendance
- Target attendance where there has been an issue and aim to set in place strategies and techniques to support improvement.

Whilst attendance at nursery is not statutory, authorised absence will be granted in the following circumstances, where parents inform the nursery on the first day of absence or prior to the first day of absence:

- Illness of the child
- Illness of siblings or parents
- Bereavement
- Health services appointments
- Holidays, including extended visits to family overseas
- Religious observance
- Emergency or exceptional circumstances.

### **Monitoring attendance**

Records of children's attendance are accurately kept and regularly monitored to ensure that we can identify any potential problems and look for patterns. All managers and staff are alert to signs that children and learners who are missing might be at risk of abuse or neglect, and appropriate action is taken when children stop attending. While we are aware that attendance is not statutory, we recognise that non-attendance could be an indicator of other concerns. All managers and staff are particularly aware of the need to monitor groups such as those who are considered to be vulnerable learners.

## **Procedures to record, monitor and follow up non-attendance**

Children are signed in using the family app upon drop off.

Non-attendance:

- If a child is absent and we are informed of their reason for absence this will be recorded on the family app if the parent has not already done so. Parents can update the app in advance to inform nursery of any absences or equally call or email the nursery. Please do this by 9am.
- If a child does not attend a session a message will be sent via the family app to their parent / carers during this session to ask if their child is attending and if not, why.
- If a child is absent without an explanation a telephone call (to priority and secondary numbers, e.g. home and work) will be made to the main carer to establish the reason for the absence
- If no contact is made, then we will follow this process:
  - Contact any second main carer (to priority and secondary numbers, e.g. home and work)
  - Contact the first emergency contact number
  - Contact the second emergency contact number.
- If there continues to be no contact and there is cause for concern, the health visiting service and/or the Children and Family service will be contacted to ascertain if family support may be needed
- In more urgent cases, the police may be contacted to carry out a welfare check.

## **Leaving the nursery**

If you decide to withdraw your child from the nursery, please see our Parent Contract and Terms and Conditions for notice periods. This will ensure that we remove your child from our systems and therefore will not expect them to attend.

If your child is transitioning to another early years provider or school, please provide us with the details of the new setting so that we can transfer essential information

## **Late collection and drop off**

We kindly ask that children arrive and are collected on time each day, as punctuality is important for their wellbeing and the smooth running of the nursery. Arriving late can be unsettling for your child and may mean they miss important settling-in time, group activities, and valuable learning experiences. Likewise, late collection can cause anxiety for children and may be distressing if they are waiting after their friends have left. In line with the principles of the Early Years Foundation Stage, we aim to provide a calm, structured day where children feel secure and cared for. We appreciate parents' support in ensuring children arrive and are collected promptly so they can fully benefit from their nursery experience.

- Morning session: 8am-1pm
- Afternoon session: 1pm-6pm
- Full day session: 8am-6pm
- Early risers from 7.30am

We understand that sometimes parents may be delayed. However, in cases of repeated lateness, we may need to issue a fine. Please refer to your signed terms and conditions for details of our late collection charges.

## **Working Together**

If you are struggling with routine, transport, illness, or other barriers to attendance, we are here to help. Please speak with your child's key person or our management team. We may be able to offer advice, flexible solutions, or connect you with local support.

## **Safeguarding**

Monitoring attendance is part of our wider safeguarding responsibility. If we ever have concerns about a child's absence or wellbeing, we will follow our safeguarding procedures to ensure they are safe.

We understand family life is busy, and things come up. Please don't hesitate to get in touch if you need support with attendance or any aspect of your child's care.

Together, we can help your child thrive through regular, consistent nursery experiences.

