



Department/Section/s	Childcare
Review Cycle:	1

Review Date	Expiry Date	Approver	Changes Summary	Signature
26/06/22 adopted		CMC		<i>[Signature]</i>
25/10/2022	25/10/2025	CMC	Review cycle changed to 1 year	<i>[Signature]</i>
26/10/25	26/10/25	CMC	Added Continuous absence	<i>[Signature]</i>
15/06/2026	15/06/2027	CMC	Full refresh of wording	<i>C. McGlone</i>

Attendance and Absence Policy

As part of our requirements under the Early years statutory framework we are required to monitor children's attendance patterns to ensure they are consistent and no cause for concern.

At our nursery, we recognise that regular attendance is essential to support children's learning, development, and emotional wellbeing. Consistent attendance helps children to build secure relationships, establish routines, and fully participate in all aspects of nursery life. We are committed to working in partnership with parents and carers to promote positive attendance. We encourage families to ensure that children attend their booked sessions regularly and arrive on time, enabling them to gain the maximum benefit from their early years experiences.

To support good attendance, we will:

- Create a welcoming, inclusive, and engaging environment where children feel safe and valued
- Develop strong relationships with families to encourage open communication
- Monitor attendance patterns and follow up on any concerns sensitively and promptly
- Offer support or guidance to families where attendance may be affected by individual circumstances

Procedures for parents/carers

- All incidents of sickness absence should be reported to the nursery or After school Club (ASC) as soon as possible on the same day so the management team are able to account for a child's absence.
- It is the responsibility of the parent/carer to notify the nursery or ASC Manager by phone, email or EY parent app if their child is absent.
- Parents/carers should inform the nursery or After school club prior to their children taking holidays or days off, so we can account for the absence.
- If your child attends a morning or full day nursery session please inform us by **9.30am (full day session)** or by **10.00am (morning session)**
- If your child attends an afternoon session please inform us by **1:30pm**
- If your child attends an after school club session please inform us by **2pm**

If a child has not arrived at nursery within two hours of their normal start time, the parents will be contacted to ensure the child is safe. If the parents are not contactable then the emergency contacts numbers listed will be used to ensure all parties are safe. Two contacts minimum will be sought from parents where possible. Staff will work their way down the emergency contact list until contact is established and we are made aware that all is well with the child and family. An email will be sent where we have not made contact. After school club team will seek confirmation of the child's absence from the child's school if a child is absent at the pick up time and we are not notified by parent in advance.

If contact cannot be established we will assess if a home visit is required to establish all parties are safe. **Prolonged absences are classed as 2 missed sessions**, If contact is still not established, we would assess if it would be appropriate to conduct a home visit where possible with two staff members or contact relevant authorities, including the police, and/or children's social care team in order for them to investigate further.

Where a child is part of a child protection plan, or during a referral process, any absences will immediately be reported to the Local Authority children's social care team or child's social worker to ensure the child remains safe and well.

We will keep a record on non-attendance and assess whether there are trends or frequent absences causing a safeguarding concern

The nursery promotes the benefits of regular attendance on children's routines learning and development.

If you claim funding, long or regular absences may affect your entitlement. We will contact the Early Years Entitlement funding team to inform them of absences in this instance. We will notify you where we have had to do this.

All absences are payable in full and is stated in our terms and conditions.

We have a legal duty to safeguard children and must take non-attendance very seriously.

All absences are recorded on our nursery/ASC management software.