Child Attendance Policy

Aims

- To promote high levels of achievement and positive attitudes to education and learning by supporting families in maximising attendance.
- To encourage parents/carers and children to establish high standards of attendance and punctuality, which will set the pattern for their school career.
- To ensure that each child receives his/her full entitlement to high quality Early Years Education.

- **Context**
- Our policy and procedures take into account the fact that the children are not responsible for their own attendance and punctuality. This responsibility lies with parents/carers.
- We are aware that the age of the children and the fact that this may be their first exposure to large numbers of other children is likely to make them vulnerable to minor ailments.

Attendance statement

We expect every child to attend nursery unless they are unwell, they have a holiday booked or there is an **exceptional circumstance**. Regular attendance enhances achievement and enables children to gain confidence and build relationships.

Safeguarding children

For some children, who have been identified as being at risk (e.g. on CIN or CPP) or in need or whose families are experiencing difficulties, regular attendance at nursery is a crucial factor in keeping them safe. In such cases, if the parent have not made contact with us, the parents will be telephoned on the **first day** of absence and this will be recorded on eyLog and CPOMS, and the social worker informed.

Flow Chart for monitoring child's absence

. **Procedures for absences at nursery:**

1. Parents/carers **MUST** alert nursery of absence by 9am or 1pm. Parents can enter an absence by logging it on the eyParent app, stating why they are absent. This is our preferred method, however parents can phone, leave a message or email the nursery from 7.45am

2. Supervisors in each room **MUST** inform the office by 9.30am for morning or all-day sessions, and 2pm for afternoon sessions, to inform us of any child's absence.

3. Parents must sign the child in on the online eyParent app. Staff to double check daily.

4. The senior management team will contact parents and/or other nominated contacts – if we can't get through, we will leave a message for parents to contact the nursery.

5. If a child is absent for a prolonged period of time, or if a child is absent without notification from the parent or carer, attempts must be made to contact the child's parents and/or carers and alternative emergency contacts. Providers must consider patterns and trends in a child's absences and their personal circumstances and use their professional judgement when deciding if the child's absence should be considered as prolonged.

6. Consideration must be given to the child's vulnerability, parent's and/or carer's vulnerability and their home life. Any concerns must be referred to local children's social care services and/or a police welfare check requested.

7. The nursery will assess each individual case and if necessary, contact relevant authorities.

8. We will make a record on CPOMS of any such actions and determine if any further action is required.

9. If we can still not make contact to ascertain as to why the child is absent, we will ring the Police Community Support Officer or escalate to the Police. If a child is known to social services, we will contact the relevant social worker.

Signed on behalf of the nursery.....Emma Middleton.....Date:… August 2026