



Attendance and Absence Policy October 2025

Good attendance promotes good outcomes for children. The aim of this policy is to ensure children receive their educational entitlements and opportunities.

There are several reasons why a child may be absent, parents are advised that they should contact the nursery within one hour of the time the child would have been expected to advise of their absence.

- If a child who normally attends fails to arrive and no contact has been received from their parents/carers, or if the child is absent for a prolonged period, the Nursery Manager is responsible that the parents are contacted to seek an explanation for the absence and to ensure that the child is safe and well.
- Attempts to contact the child's parents or other named emergency contacts continue throughout the day on the first day of absence and followed up by the Nursery each day until contact is made.
- The Nursery will request 2 additional emergency contacts on registration as a way of safeguarding children, this could include neighbours who at the least would be able to check welfare at home if contact by other methods has not been successful.
- If we have any reason for concern about a child's wellbeing and welfare, Children's Services will be contacted for advice about making a referral, if contact is not made within 48 hours from an absence Children's Services will be contacted.
- All absences are recorded on the child's personal file with the reason given for the absence.

Absence records will be monitored to identify patterns and trends in children's attendance. Where absence continues despite this being raised with parents, a visit to the child's home will be made by 2 senior managers with safeguarding lead training, to establish reasons for absence and to get a better understanding of the child's and family's individual circumstances.

Safeguarding re poor/irregular attendance

Whilst nursery attendance is not mandatory, poor attendance may be indicative of safeguarding and welfare concerns that should be followed up.

- The Nursery Manager should discuss a child's attendance with their parents/carers to ascertain any potential barriers i.e. transport, working patterns etc and work with the parents/carers to offer support where possible.
- If poor attendance continues and strategies to support are not having an impact, in conjunction with the Designated Safeguarding Lead the Nursery Manager will review the situation and decide if a referral to Children's services is appropriate.
- Where there are already safeguarding and welfare concerns about a child or a child protection plan is in place, poor/irregular attendance at the setting is reported to the Social Care worker without delay.

In the case of funded children, the local authority policy on reclaiming refunds when a child is absent from a setting might become applicable and require the Nursery to repay any monies received from the local authority for periods of absence.

Child left at Nursery after closing.

Where a child has not been collected at the expected time parents will be called to establish reasons and to ensure that a child is collected before the Nursery closes. If a child has not been collected within 5 minutes of the Nursery closing parents will be contacted. If parents are uncontactable, emergency contacts will be contacted. After 45 minutes, if contact with parents and emergency contacts has not been made, children services will be informed of a safeguarding concern by a Designated Person. At least 2 members will remain present with the child until such time as the child is collected or advice from Children's Services is received.