



Date: 29/1/2026

Reviewed: January 2027

Nursery Attendance Policy

1. Purpose

Regular attendance is essential for children's development, learning, and well-being. This policy sets out the nursery's expectations and procedures to ensure children attend consistently and safely.

2. Principles

- Children benefit from a consistent daily routine.
- Good attendance supports social, emotional, and educational development.
- Parents/carers and nursery staff share responsibility for promoting regular attendance.
- Absence should always be explained and communicated promptly.

3. Attendance Expectations

- Children are expected to attend on their agreed sessions and times.
- Parents/carers must ensure children arrive on time and are collected promptly.
- Repeated lateness may disrupt the child's routine and affect others in the group.

4. Reporting Absence

- Parents/carers must notify the nursery by phone, email, or app **before 9:30am** if their child will be absent, giving the reason and expected duration.
- If no contact is made, the nursery will attempt to reach parents/carers to confirm the child's safety. **A call or text will be made to the parent/guardian to clarify no attendance.**
- In cases where absence is unexplained and parents cannot be reached, safeguarding procedures may be followed.

5. Acceptable Reasons for Absence

- Illness (children should be kept at home if unwell, especially with contagious conditions).
- Medical appointments.
- Family emergencies.
- Planned absences (such as holidays) are to be notified to the nursery before the event.

6. Unauthorised Absence

- Absence without a valid reason or without notifying the nursery will be recorded due to the age of children this is NOT unauthorised children are not required to attend education until the term after their 5th birthday.
- Persistent unauthorised absence may lead to a review of the child's place at the nursery if their space is just funded.

7. Monitoring and Review

- Attendance records are monitored regularly.
- Concerns about frequent absences or lateness will be discussed with parents/carers.
- Where necessary, referrals may be made to external agencies if attendance concerns raise safeguarding issues.

8. Registers

- If a register has a child marked out./ hol and they are in nursery please note that you are aware of these changes at the bottom of the register.
- If you call and are advised they are ill or on holiday, please make sure this is also advised and documented in the notes box at the bottom of the register.

9. Safeguarding Link

Attendance is directly linked to safeguarding. The nursery has a duty of care to ensure all children are accounted for during scheduled. If a child is off for a long period of time with no communication, Ofsted are to be advised.

10. Review of Policy

This policy will be reviewed annually and updated as needed to reflect best practice and statutory requirements.