

## **ABC NURSERY POLICIES AND PROCEDURES**

### **POLICY 64: Attendance**

#### **64.1 Policy Statement:**

64.1.1 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. Even if a child only has a part-time place, regular attendance is still especially important.

64.1.2 Whilst we recognise that it is not necessary for a child to regularly attend our setting, attending nursery helps children establish routines of going to school regularly and being on time, which can help them make a smooth and positive transition to reception. 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.

64.1.3 We also 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.

64.1.4 We acknowledge the importance of children spending time with family members, for example other siblings who attend school on a term time only basis, or relatives visiting from abroad. For this reason, we understand that attendance patterns can vary at times throughout the year. We ask that all parents keep us informed of any planned absences so that varying patterns do not result in an undue level of concern.

64.1.5 We understand that some children will be dropped off or picked up from nursery at times that differ from our core opening hours- for example due to dropping a sibling at a nearby school, or picking up at the end of a parent's working day. We therefore acknowledge that the word 'punctuality' in attendance may differ for each child and may change periodically- however our staff will still be vigilant in monitoring patterns throughout the nursery year.

This policy sets out the procedures in place to promote and monitor attendance within our Early Years Setting and the steps that will be followed if a child is absent from the setting. It also explains the importance and benefits of regular attendance.

#### **64.2 Our Aims:**

- To create a culture where good attendance and punctuality is 'normality' and valued by all.
- To value the individual and be socially and educationally inclusive.
- To be consistent in the implementation of our policy and procedures for recording and monitoring attendance.
- Work effectively with parents, children, and partners through building trusted relationships to work together to remove barriers to attendance.

#### **64.3 To promote good attendance in our Early Years Provision we will:**

- Convey clearly to parents and children that regular attendance and punctuality is essential and is in the child's best interest and that unexplained absence will be investigated.

- Keep records of attendance which provide accurate information on actual attendance and lateness to enable monitoring and evaluation so that emerging patterns are addressed.
- Build on existing good practice that fosters a positive attitude to good attendance by quickly responding to children's absence, recognising, and celebrating, 'good' and 'improving' attendance where needed.
- Target attendance and lateness where there has been an issue and aim to set in place strategies and techniques to support and ensure improvement.

#### **64.4 Working with parents:**

64.4.1 The setting will make its policy on attendance clear to parents and children through sharing information and expectations prior to admission.

64.4.2 The systems and procedures in place to promote children's attendance and punctuality will continue to be shared with parents at a universal level through parents' newsletters, online apps, and emails.

64.4.3 Leaders, Manager, and staff will work with parents to address specific aspects of attendance or punctuality, which cause concern through discussion and where appropriate standardised letters will also be used where a parental response and signature is required.

#### **64.5 Reporting Absence**

Parents/ Guardians should report absence as soon as possible through one of the following methods:

- Blossom
- Email
- Telephone

##### **64.5.1 Recognising the factors affecting attendance**

Whilst attendance at nursery is not statutory, authorised absence is only normally granted in the following circumstances:

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

Where these circumstances arise parents should inform the nursery on the first day of absence or prior to the first day of absence. We understand that you may not always have prior knowledge of a child's absence, however where this is known in advance it is requested the nursery is given as much notice as possible.

#### **64.6 Monitoring attendance and punctuality**

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 and learners stop attending.

In our Early Years provision, we are aware that attendance is not statutory, but 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 children for whom we receive Early Years Pupil Premium, as these groups are considered to be vulnerable learners.

#### **64.7 Procedures in place to record, monitor and follow up non-attendance.**

**64.7.1 Daily Registration-** Registration will be completed on Blossom at the start of each session, within 1 hour of the session start time. Children's attendance or non-attendance will be recorded along with any lateness. Allowances will be made for children who normally start nursery at a later time, as per 64.1.5 above

#### **64.7.2 Non- attendance**

- If a child is absent and we are informed of their reason for absence this will be recorded on the register.
- If a child is absent without an explanation a telephone call will be made to the parents to establish the reason for the absence.
- If no contact is made, then the following process will be followed.
  - 1) A telephone call to parent's carers work or training provider will be made.
  - 2) An email to parents will be sent.
  - 3) Calls to other emergency contacts, including other family members listed as emergency contacts, will be made to try to establish why the child is absent.
  - 4) Calls to the siblings' schools, nurseries or childminders will be made to establish if they or the sibling can confirm the child's whereabouts.
- If contact cannot be made by telephone call a home visit may be carried out and a contact post card will be posted through your door.
- If following this no contact is made, and there is cause for concern that the child whereabouts remain unknown, the health visiting service, your child's GP and Children and Families services will be contacted to ascertain if family support may be needed. In more urgent cases, the Police may be contacted to carry out safe and well checks.

#### **64.8 Monitoring, evaluation and use of attendance and punctuality data**

Children's attendance patterns will be monitored and reviewed regularly. Concerns which arise through the settings monitoring activities will be discussed with the parent or carer.

Absence will also be monitored for the health and well-being of children, for example so that we are aware of outbreaks of illness which need to be investigated, or to warn parents of infections such as German measles. Monitoring attendance and use of government funded hours may also be passed on at the Local Authority's request.

#### **64.9 Funded places- do we want to/ can we keep this?**

Nine-month, two-, three- and four-year-old funding is provided through the local authority. This is public money, and we feel that we have a duty to ensure it is used appropriately. If a place has been reserved but is being used for less than 75% of booked session, we reserve the right to offer that place to any child who may be on our waiting list, for example, a child who has been allocated two-year-old funding but cannot take up a place because sessions are full. This way we can be sure to use the funding to its best effect.

We would discuss reasons for absence with parents before retracting the funding offer and will make every effort to work with them to encourage them to increase attendance. Funding would only be withdrawn as a last resort.

#### **64.10 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, such as their unique pupil number or funding eligibility code

#### 64.11 Children Absent and Missing from Early Education: Request for contact template.

This template has been designed to protect confidentiality if the parent / carer and family no longer reside at the address on the setting records.

The highlighted sections of template below should be edited to include the setting's logo, address, contact number, email address, name of manager DSL (Designated Safeguarding Lead) and include the date of contact.

Settings may wish to hand deliver the request for contact or alternatively it can be emailed to the parent/carer email address that the setting has on file



### ABC Nurseries ( Coventry) Ltd

20 Rochester Road,  
Earlsdon,  
Coventry  
CV5 6AD

Tel nursery: 02476672660  
e mail: [abc20@btconnect.com](mailto:abc20@btconnect.com)  
e-mail: [finance@abcnurseries.co.uk](mailto:finance@abcnurseries.co.uk)  
web site: [abcnurseries.co.uk](http://abcnurseries.co.uk)

**INSERT**

**Date**

Dear Parent/Carer

I/We have tried to contact you today to discuss an important matter.

Please contact **INSERT NAME OF MANAGER or DSL** as soon as possible.

If I/we do not hear from you by **INSERT date and time** (this would normally be the nextday)

**We will continue to attempt to contact you and involve other agencies  
as we are concerned about your safety.**

Yours sincerely











Policy updated	04/08/2025
Signed on behalf of ABC Nursery	
Policy review date	August 2026