

Favours Day Nursery Ltd Policy and Procedure

Attendance

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

At Favours Day Nursery we will always work in the best interests of the child and must know that they are safe and well if they do not attend nursery when planned.

We ask parents to inform the nursery prior to their children taking holidays or days off, and all incidents of sickness absence should be reported to the nursery the same day, so the nursery management are able to account for a child's absence.

If a child has not arrived at nursery, we will call parents at 10am (or 2pm for afternoon session children), to ensure the child is safe and healthy. If the parents are not contactable then the emergency contacts numbers listed will be used later the same day to ensure all parties are safe. 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.

If contact is still not established, we would assess if it would be appropriate to contact MASH, in order for the police to conduct a welfare check.

Where a child is part of a child protection plan, or during a referral process, any absences will immediately be reported to the multi-agency safeguarding hub (MASH) or child's social worker, to ensure the child remains safe and well.

June 2025

Updated

Written with guidance from the National Day Nurseries Association, Northamptonshire Safeguarding Partnership