

## Attendance Policy

Regular attendance is crucial for children's development and well-being in their early years. This policy outlines our expectations for attendance, procedures for reporting absences, and the actions we will take in cases of unexplained or prolonged absences. We are committed to ensuring the safety and well-being of all children in our care.

**Expectations for Attendance** - We expect children to attend their scheduled sessions regularly. Parents/carers are responsible for ensuring their child's attendance. If a child is unable to attend due to a number of reasons, we request parents/carers must notify us as soon as possible

**Reporting Absences** - Parents/carers must notify our setting of their child's absence on the day of the absence. Absences can be reported by telephone: 01455 635456 or via our Famly app & email [stbernardsdaynursery@gmail.com](mailto:stbernardsdaynursery@gmail.com). When reporting an absence, we will require the reason for non-attendance (e.g. illness, appointment) and the expected duration of absence.

**Unexplained Absences** - If a child is absent without notification, we will attempt to contact the parent/carer using the primary contact number provided or via Famly. If we are unable to reach the parent/carer, we will attempt to contact the secondary emergency contact provided. All contact attempts and outcomes will be recorded in the child's attendance record. If we are unable to make contact and have concerns about the child's welfare, we will follow our safeguarding procedures documented in our Safeguarding Children's policy.

**Prolonged Absences** - A prolonged absence is defined as 2 consecutive sessions of absence without a valid explanation. If a child is absent for a prolonged period, our procedure will be as follows;

- Make repeated attempts to contact parents/carers and emergency contacts.
- Send a written communication (e.g. email or letter), or via the Famly app to the parent/carer.
- Consult with our safeguarding lead if there are concerns about the child's welfare.
- If absences reach a high level and reasons are not in line with safeguarding issues sessions may be withdrawn by the setting.

**Illness** – Children may be absent due to childhood illnesses and in line with nursery exclusion periods. These will be documented for internal monitoring and child welfare. Please refer to our illness policy and accident policy for routine absences.