



Attendance Policy and Procedure

The safety and welfare of the children who attend Loversall Farm Day Nursery is our number one priority. Every member of staff has a duty to safeguard all children from abuse and risk of harm. The proposed changes to the Early Years Foundation Stage Statutory Guidance, in place from September 2025, are a way to strengthen the existing safeguarding requirements and are necessary to improve children's safety and further develop a culture of best practice.

Whilst we appreciate attending nursery is not a statutory requirement, we believe regular attendance has a positive impact on a child's physical, social and emotional development. It improves children's academic attainment and prepares them for statutory education. Regular periods of absence means that valuable learning is lost at a time when children are most curious and excited to learn. Also, children learn and develop at a faster rate from birth to five years old than any other time in their lives, so the learning and experiences they have within this time have a major impact on their future life chances.

We fully understand that occasionally children become unwell and benefit from being cared for at home. We also understand the importance of going on family holidays and spending quality time with family before their statutory education commences. We do however recognise the connections between attendance, attainment, safeguarding and well-being.

To support good attendance and effectively carry out our safeguarding duties, Loversall Farm Day Nursery will:

- Ensure every child and their family feels welcome, respected and has a sense of belonging
- Effectively record and monitor children's attendance
- Ensure parents are informed as soon as reasonably practicable of any unexpected closures resulting from situations that are out of our control
- Question any unexpected and unexplained periods of absence through developing an ethos of professional curiosity
- Ensure all staff are fully aware of their safeguarding responsibilities and the processes to follow if they have concerns about a child's safety and/or well-being
- Support children who may have extended periods of absence as a result of a long-term, complex medical need

- Support children and families who may be experiencing personal difficulties by making a referral for additional support from Early Help following consent from parents or a person with parental responsibility
- Follow the exclusion guidelines of the Health Protection Agency for children with an identified notifiable illness
- Ensure we have at least two other emergency contacts on file, in addition to those of the parents

Attendance procedures

- Daily registers are completed recording the exact arrival and departure times of all children. All entries onto the daily registers are signed by the member of staff completing the record
- It is an expectation that parents inform us of any unexpected periods of absence, including; illness, family commitments, appointments and holidays in a timely fashion
- All shared absences will be recorded on the absence log along with the date, reason for the absence and who informed us
- If a child is expected in the morning and is not in attendance by 10am, with no prior warning from parents, a member of staff will make telephone contact to ascertain the reason for the absence (for afternoon children we will contact parents by 2:30pm if no contact has been received). All explanations from parents will be recorded on the absence records. If, however, we are unable to make contact with the child's first parent, the second parent (where applicable) will be contacted and the information recorded
- If no contact can be made via the telephone with one or either parent, the management team will send an email to both parents. Once in receipt of a response, the information will be shared with the staff in the child's base room so appropriate information can be recorded
- If after emailing, no response has been received, we will endeavour to contact the child's other emergency contacts and again record all gathered information
- If in the unlikely event we are unable to make contact with any parties and we are aware of any educational establishment where their siblings attend, we will make contact with them to see if the sibling is in attendance
- Home visits will not normally take place to ensure the safety of the staff member, however if a home visit is deemed necessary two members of staff will visit together. **UNDER NO CIRCUMSTANCES WILL A STAFF MEMBER VISIT A HOME ALONE.**
- If we are unable to make contact with anyone or unable to ascertain a reason for the absence, and we are concerned about the child's welfare, we will contact the Multi Agency Safeguarding Hub (MASH) team on 01302 737777, and follow their advice and guidance
- If we deem a child and or family as vulnerable we will contact the MASH team on 01302 737777 to share our concerns and follow their advice and guidance

Children in receipt of EYFE Funding

EYFE funding is now available for children from 9 months old and as of September 2025, eligible children can access up to 30 hours EYFE. The funding is provided by the government enabling eligible children to access free education in a high quality setting. Loversall Farm Day Nursery has a duty to ensure funding is used appropriately and children have uninterrupted access to a high quality curriculum.

If a child does not regularly attend their agreed nursery sessions they will inevitably miss significant learning opportunities which can have a negative impact once they begin statutory formal education.

Where children who are funded miss regular sessions or are absent for long periods of time, Loversall Farm Day Nursery will inform the Local Authority who will then decide if the funding needs to be withdrawn. Where funding has been withdrawn and the child is having regular and/or long periods of absence which are not related to any medical and/or social/personal need, Loversall Farm Day Nursery reserves the right to terminate the child's place with immediate effect.

Loversall Farm Day Nursery understands the importance of providing continuity and consistency to very young children which has a positive contribution to a child's learning, holistic development and overall well-being.

Loversall Farm Day Nursery are committed to creating professional partnerships with all parents and will provide appropriate support where necessary.

This policy was adopted on	April 2025
Signed on behalf of the nursery	
Signed by Nursery Owner	
Date of next review	September 2026