

94.Attendance Policy

At Chipmunks Day Nursery we believe 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. When a child has a part-time place, regular attendance is especially important.

This policy outlines the procedure to promote and monitor attendance and those that will be followed if a child is absent from the setting. 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. We recognize 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 of referrals to other agencies who may be able to help, such as the health visiting team or the Best Start In Life Team.

To promote good attendance, we will:

- Share our attendance expectations with parents prior to admission by adding this into our prospectus as well as conveying clearly to parents that regular attendance and punctuality is expected, in the child's best interest and that unexplained absences will be investigated
- Keep records of attendance to enable monitoring and evaluation so that emerging patterns are addressed
- Foster a positive attitude to good attendance by quickly responding to children's absence
- Target attendance where there has been an issue and aim to set in place strategies and techniques to support improvement

Whilst attendance at nursery is not statutory, authorised absence will be granted in the following circumstances, where parents inform the nursery on the first day of absence or prior to the first day of absence:

- Illness of a child
- Illness of a sibling or parent
- Bereavement
- Health services appointment
- Holidays, including extended visits to family overseas
- Religious observance
- Emergency or exceptional circumstances

Monitoring attendance

Records of children 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 stop attending. While we are aware that attendance is not statutory, we recognise 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 those who are considered to be vulnerable learners.

Non-attendance:

- If a child is absent and we are informed of their reason for absence this will be recorded in the diary and in the register
- If a child is absent without an explanation a telephone call will be made to the main carer to establish the reason for their absence
- If no contact is made, then we will follow this process:
 - a) Contact any second main carer
 - b) Contact the first emergency contact number
- If contact cannot be made by telephone call, a home visit may be carried out if deemed necessary
- If there continues to be no contact and there is cause for concern, the health visiting team and/or the children and family service will be contacted to ascertain if family support may be needed
- In more urgent cases, the police may be contacted to carry out a welfare check.

Leaving the Nursery

If you decide to withdraw your child from the nursery, please see our Parent Contract and Terms and Conditions for notice period. 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 year's 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.

This Policy was adopted on: 28.08.2025

Signed on behalf of the nursery: *E Firth*

Date for review: 28.08.2026

