

Attendance Policy

Apple Blossom Nursery is committed to providing a safe, secure, and supportive environment for all children. Regular attendance is vital to children's development, learning, and wellbeing. This Attendance Policy outlines the procedures for reporting absences, managing non-attendance, and ensuring that any unexplained absences are handled in accordance with our safeguarding responsibilities.

Purpose

The purpose of this policy is to:

- Promote consistent attendance and punctuality.
- Ensure staff respond effectively to unexplained or concerning absences.
- Strengthen communication between the nursery and families.
- Safeguard children by identifying potential risks associated with non-attendance.

Reporting Absences

Parents/carers are required to contact the nursery by 9:00am on each day of absence, stating the reason for the child's non-attendance. This can be done by phone, email, or in person.

Monitoring and Recording Attendance

The nursery maintains an attendance register that records the arrival and departure time of each child. Staff are responsible for ensuring the register is completed accurately and promptly each day.

Managing Non-Attendance

If a child is absent without notification, the nursery will:

- Attempt to contact parents/carers by phone.
- If no contact is made, attempt to reach listed emergency contacts.
- Continue to attempt contact throughout the day if no explanation is received.
- Escalate concerns to the Designated Safeguarding Lead (DSL) if no contact can be made and there are welfare concerns.

Persistent Absences

Where a child's attendance becomes a cause for concern (e.g., frequent unexplained absences), the nursery will:

- Meet with the parents/carers to discuss the pattern of absences.
- Review any underlying health or family issues that may be affecting attendance.
- Involve external support services where appropriate.
- Consider making a referral to Children's Social Care if safeguarding concerns arise.

Holidays and Planned Absences

Parents/carers are encouraged to take holidays outside of term time. All planned absences should be notified in writing with as much notice as possible. The nursery reserves the right to request further information or evidence regarding extended or frequent planned absences.

Safeguarding Responsibilities

Unexplained or prolonged absences may be a sign of safeguarding concerns. The DSL will assess all cases of non-attendance for potential risk. This may result in a referral to social services or a request for a police welfare check if contact cannot be established.

Policy Review

This policy is reviewed annually, or sooner if statutory guidance changes. Parents and carers will be informed of any updates to attendance procedures.