Attendance Policy

Policy Statement –

At Parsons Green Nursery, we believe that regular attendance is vital for children's development, continuity of care, and engagement in learning activities. This policy sets out our expectations for attendance, the procedures for reporting absences, and the actions we will take if a child is absent without notification or for a prolonged period of time.

It aims to ensure children's safety, well-being, and consistent care, and to support families in maintaining regular attendance.

Purpose of the Policy

The purpose of this policy is to:

- Outline the expectations for parents/carers to inform the setting of their child's absence.
- Ensure that absences are followed up promptly to confirm the child's safety.
- Explain the steps the setting will take if a child is absent without notification or for a prolonged period.
- Highlight the importance of maintaining accurate attendance records for safeguarding purposes.
- To safeguard and promote the well-being of the pupils in our care.
- To promote good attendance and set good habits and routines in preparation for school.
- To ensure learning is maximised for all children
- To create a culture where good attendance is promoted, valued and normalised.
- To value and support the individual child and their family.
- To be socially and educationally inclusive.

Rationale

Through regular attendance, children build up the secure attachments they need for healthy development. A regular routine supports the young child to feel settled and secure. Unsettled children have higher stress levels which in turn prevent them from being able to benefit fully from the learning opportunities available. Studies show that children who regularly attend an Early Years settings have better early academic attainment and social-emotional well-being than those who do not attend.

Sylva et al., 2004, 2014; Melhuish et al., 2015; Lehrl et al., 2016

Children with good Early Years attendance also perform better than their peers at the end of Reception. This means a lack of attendance can affect a child's learning and development. Therefore, regular, and punctual attendance is paramount so that all children have full access to the curriculum.

Attendance Expectations

- Parents/carers are expected to ensure their child attends regularly and on time.
- If a child is going to be absent, parents/carers must inform the setting as early as possible, preferably before the start of the session, stating the reason for the absence and the expected return date.
- If a child is unable to attend due to illness or other circumstances, parents/carers must notify the setting on each day of the absence unless a clear return date has been provided.

Reporting Absences

It is very important that all parents inform us of any non-attendance of children.

Parents/carers should report absences by:

- Marking the absence in the Famly app. The reason for the child's absence or sickness must be stated. Parents may also phone the nursery if they wish to do so.
- Calling Cortayne Road site on 0207 731 8013 or Fulham Road site on 0203 943 4678
- Sending an email to the Nursery Head/ Manager, danica.belzer@parsonsgreennursery.com or shannon@parsonsgreennursery.com
- Notifying staff in person if the absence is planned in advance
- Uploading the dates of their child's absence onto their child's Famly portal as well as the reason

Follow-Up on Unreported Absences

- If a child is absent without notification, the setting will attempt to contact the parent/carer as soon as possible on the first day of absence to confirm the child's safety. If your child is scheduled in for a morning session and has not yet arrived by 9:15am your child's respective teacher / nursery manager will send a message via Famly and if there is no response by 9.30am they will call emergency contacts. For afternoon sessions if your child has not arrived by 1:15pm a message will be sent and at 1.30pm a call will be made.
- If no contact can be made, your child's respective teacher will message via the parent portal (Famly) in an attempt to reach parent/ carer.
- If the parent/carer cannot be reached, staff will proceed to contact the alternative emergency contacts provided.
- Where possible, the setting should have more than two emergency contact numbers on file for each child.

Prolonged or Unexplained Absences

- A prolonged absence is defined as an extended period of absence without a valid reason or communication from the parent/carer.
- Staff will use their professional judgement to consider the child's personal circumstances, including any known vulnerabilities, patterns of attendance, and their home life, when determining whether an absence should be classified as prolonged.
- If there are concerns about a child's safety, well-being, or vulnerability, the setting's safeguarding procedures will be implemented. This may include contacting local children's social care services or requesting a police welfare check.

Monitoring Patterns and Trends

- Staff will monitor attendance regularly to identify patterns and trends that may indicate a concern, such as frequent, unexplained absences or lateness.
- Where patterns of irregular attendance are identified, the setting will engage with the parent/carer to understand the reasons and offer support where appropriate.

Action in Case of Concerns

If concerns are raised about a child's attendance or safety:

- The Designated Safeguarding Lead (DSL) for the respective nursery site will be informed and will assess the situation.
- The DSL may decide to refer the matter to local children's social care services if there are safeguarding concerns, or if there are significant difficulties in contacting the child's parents/carers. In cases where there is an immediate concern for the child's safety, a police welfare check may be requested.

Emergency Contact Information

- Parents/carers are required to provide at least two emergency contact numbers, and it is recommended that more than two be provided where possible.
- Parents/carers must ensure that contact information is kept up to date and notify the setting of any changes promptly in line with updating their child's contact information on parent portal (Famly).

Safeguarding

We all have a duty to keep children safe and protect them from harm. Poor attendance can be seen as a safeguarding issue, or can be indicative of a safeguarding issue, and where this is the case, our Safeguarding and Child Protection Policy and procedures will be followed.

Supporting Families

We recognise that sometimes families may need extra support with attendance, therefore effective communication is essential between parents and the child's Key Person. The Early Years setting will collaborate with parents to support their child's good attendance and punctuality. Where children's attendance is not improving, the setting will talk to parents about the available support, for example, providing advice on implementing bedtime routines, or supporting referrals to relevant outside support agencies.

Transition

If a child moves to another setting, parents should inform us so that we can send records to the next setting and remove the child from our register at the relevant point.

By implementing this attendance policy, Parsons Green Nursery aims to provide a safe and supportive environment for all children, ensuring they have consistent access to high-quality early years education and care.

This policy was adopted on:	Date for review:
September 2026	September 2027