

Children's Attendance Policy Policy & Procedure

Policy statement

At Goldilocks Nurseries, we recognise the importance of regular attendance in supporting children's development and safeguarding their wellbeing. This policy outlines the procedures for managing and responding to children's absences, in line with the statutory requirements of the Early Years Foundation Stage (EYFS) 2025 and Goldilocks Nurseries Safeguarding and Child Protection Policy.

Aims

- To ensure the safety and wellbeing of all children.
- To maintain accurate attendance records.
- To work in partnership with parents and external agencies where necessary.
- To promote good attendance as part of children's development and school readiness.

Procedures

1. Reporting Absences

- Parents/carers must notify the nursery by 9:00am on the day of absence via phone, Family App, or email.
- When reporting an absence, please clearly state the reason (e.g. illness, holiday, family emergency). If your child is not attending nursery and you're using Family to mark them off, please ensure you select the correct category (Sick, Absent, or On Holiday) and include the reason in the notes section.
- For planned absences, parents are asked to inform the nursery in advance.

2. Monitoring Attendance

- Attendance is monitored daily using our paper registers, all absences are logged on Family and in our absence monitoring folder.
- Patterns of frequent or prolonged absences will be reviewed by the Nursery Manager.
- All unexplained absences will be followed up with a phone call.

3. Safeguarding Concerns

- If a child is absent without explanation for more than 48 hours and we have been unable to reach the parents or guardians, we will attempt to contact the other emergency contacts listed for the child.
If we are still unable to make contact with any family members within 48 hours, a home welfare check will be requested to the local police and/or a referral made to the local authority, in line with our safeguarding procedures.

- Any absence that raises concern about a child's welfare (e.g. repeated sickness without medical evidence, or concerns of neglect) will be recorded and may be escalated according to our Safeguarding Policy.
- If a child with a child protection plan is absent without explanation, their social worker will be contacted on the first day of absence.

4. Medical Absences

- Children should not attend nursery if they are unwell or contagious (refer to our Sickness & Illness Policy and Exclusion Policy).
- Where requested, medical evidence (e.g. appointment letter or doctor's note) may be required for persistent or long-term illness.

5. Holidays and Extended Leave

- Please let us know in advance if your child will be going on holiday this can be done in person, on Family, or via email.
- Extended or unauthorised leave may be reported to the local authority if there are safeguarding concerns.

Roles and Responsibilities

Parents/Carers

- Ensure children attend regularly and punctually.
- Inform the nursery promptly about any absences.
- Work in partnership with the nursery to support consistent attendance.

Nursery Staff

- Record and monitor children's attendance accurately.
- Follow up on unexplained absences.
- Raise concerns where appropriate with designated safeguarding leads (DSLs).

Designated Safeguarding Lead (DSL)

- Review absence reports for safeguarding implications.
- Liaise with external agencies if needed.

Legal framework

This policy supports the safeguarding and welfare requirements outlined in the EYFS 2025, specifically:

- **Section 3: Safeguarding and Welfare Requirements**
 - Providers must be alert to any issues of concern in the child's life at home or elsewhere.
 - Providers must have and implement a policy, and procedures, to safeguard children.
 - Providers must respond to absences where there is concern about a child's welfare.