

Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

Children's Attendance Policy



Purpose

To ensure the safety, accountability, and educational development of all children, consistent attendance is encouraged and expected. This policy outlines the responsibilities of parents/guardians and staff regarding attendance and absence.

1. Attendance Expectations

- Children are expected to attend regularly and arrive on time for each scheduled session.
 - Parents/guardians are encouraged to support consistent attendance to promote learning, participation, and routine.
-

2. Reporting Absences

- Parents/guardians must notify the nursery by phone, email, or Tapestry **before the start of the day** if their child will be absent.
 - For absences of **more than two consecutive days**, a reason must be provided (e.g., illness, family emergency, travel).
 - In case of communicable illnesses (e.g., COVID-19, flu, strep), parents must notify staff immediately.
-

3. Late Arrivals & Early Pick-Ups

- Late arrivals must be reported to staff by a parent/guardian.
 - Frequent late arrivals may be addressed with a parent meeting.
 - Early pick-ups must be communicated in advance, and children will only be released to authorized adults.
-

4. Excused vs. Unexcused Absences

Excused Absences:

- Illness
- Medical appointments
- Family emergencies
- Religious observances
- Pre-approved family travel

Unexcused Absences:

- No notification provided
 - Excessive tardiness
-

5. Attendance Monitoring & Follow-Up

- Staff will keep daily attendance records.
 - Parents/carers will be contacted by 9:30 on the day of absence if they haven't communicated with us and given a reason for non-attendance. This is then logged on a spreadsheet to monitor patterns in absence.
 - Repeated or extended absences (e.g., more than 5 unexcused days in a month) may result in:
 - Parent/guardian meeting
 - Referral to support services or administration
 - Possible removal from Nursery place
-

6. Special Considerations

- Children returning from illness may require a doctor's note depending on the illness and duration.
 - Accommodations may be made for children with chronic health conditions, disabilities, or family crises.
-

7. Communication

- Open communication between staff and families is key to supporting children's well-being and development.
- Any concerns about attendance will be addressed respectfully and confidentially.

Legal framework

- GDPR (2018)
- Human Rights Act (1998)

This policy was adopted by

Ladybirds Day Nursery

On

10/09/26

Date to be reviewed

10/09/27

Signed on behalf of the provider

Name of signatory

Janine Lissack

Role of signatory

Owner