



Attendance Policy Template

Reviewed: August 2025

Regular attendance is vital for children to fully benefit from the experiences we offer. This policy outlines the expectations and procedures surrounding child absence from the setting. Regular attendance is important because we want to support the children's ability to benefit from all activities and experiences we offer. Non-attendance may result in your child finding it difficult to settle and form strong attachments. Regular attendance will help instil good habits and promote the development of a positive attitude towards nursery and later on, school.

Regular unexplained absence whilst in receipt of EYFE may result in the funding being withheld and full fees being charged to the parent/guardian.

In accordance with 3.11 of the Early Years Foundation Stage Statutory Framework (EYFS) 14th July 2025, we must follow up on absences in a timely manner.

Reporting Absences

If your child is unable to attend nursery on their scheduled day, you must notify us by 10am (for a morning/all-day session) or 1pm (for an afternoon session) on the first day of absence and keep us updated on their wellbeing where relevant. If the reason for absence is holiday or is covered by an exclusion period for illness, you are not required to contact us again until that period ends. You can report absences via telephone, email or by using the absence/ sick/ holiday option on family.

Unexplained Absence

Children's attendance is monitored closely. If we do not receive an explanation for your child's absence by 10am or 1pm we will attempt to contact you. If we are unable to reach you or your emergency contacts and still have no explanation, we may be

required to notify Local Children's Social Care Services and/or request a Police welfare check, in accordance with the EYFS 2025.

Parental/Carer responsibility

- To notify the nursery of your child's absence by 10am/1pm on the first day and keep us updated where relevant.
- Use telephone, email or family to report absence.
- Work in partnership with the nursery to address any barriers to regular attendance.
- Attend meetings arranged to discuss ongoing or frequent absences.

Staff responsibilities

- Staff to complete registers at the beginning of each morning and afternoon session.
- Follow up on unexplained absences by contacting the parent at an appropriate time after the reporting period has passed
- Mark unexplained absences as "unexplained" if no explanation is provided.
- Report any unexplained absence to the manager.
- Persistent or concerning absences will be addressed by the Manager.
- The Manager will take appropriate action and may contact Local Children's Social Care Services and/or request a Police welfare check if necessary.