

Crescent Nurseries

02 – ATTENDANCE POLICY

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1.0	Nov25 Amended policy "ATTENDANCE POLICY"	Hannah MacGuire

Persons responsible

- Director – Faheem Chishti
- Fozia Shah – Senior Nursery Manager

Statement of Intent

At Crescent Nurseries, we are committed to ensuring the safety, well-being, and consistent development of every child. 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.

Related Policies: [Safeguarding Policy](#) and [Home Visits Policy](#)

Aims

This policy aligns with the vision and aims of Crescent Nurseries by:

- Encouraging parents, carers, and staff to prioritise attendance to maximise children’s learning and development.
- Outlining clear procedures for parental involvement and attendance communication.

Principles

1. Regular and punctual attendance is crucial for children’s learning and well-being.
2. Children should arrive on time every day the setting is open, unless absence is unavoidable.
3. Unjustified or unexplained absences will be marked as **unauthorised**.
4. Parents should not conceal absences or make excuses. Open communication is essential.
5. All absences must be classified by the setting, not the parent/carer.

As an Ofsted-registered early years provider, our attendance records are scrutinised and contribute to our overall setting evaluation. Your support in maintaining strong attendance is vital.

Parental Responsibility

1. Notify the nursery of your child’s absence by 9:30 am on the first day and each day following.
2. Use the telephone to report absence.
3. Work in partnership with the nursery to address any barriers to regular attendance.
4. Attend meetings arranged to discuss ongoing or frequent absences.

Staff Responsibility

1. Complete registers at the beginning of each morning and afternoon session.
2. Follow up on unexplained absences by contacting the parent by 10:00 am.
3. Mark absences as **unauthorised** if no explanation is provided.
4. Report persistent or concerning absences to the Nursery Manager.
5. The Manager will take appropriate action and may contact Children’s Services if necessary.

Types of Absence

- **Authorised Absences** may include illness, religious observance, or holidays (agreed in advance).

- **Unauthorised Absences** include no explanation or unjustified reasons.

If your child is unwell

If your child is unable to attend nursery on their scheduled day, you must notify us **by 9:30 am on the first day of absence** and continue to inform us **daily** for the duration of the absence. You can report absences via Telephone.

Illness

If your child is unwell, please keep them at home to prevent the spread of infection.

- Please inform us of any contagious illnesses, such as chickenpox, measles, or COVID-19.
- Children should not return to the setting until they are symptom-free or as advised by a medical professional.

Unexplained Absences

Children's attendance is monitored closely as part of our Safeguarding Policy. If we do not receive an explanation for your child's absence by 10:00 am, we will attempt to contact you. If we are unable to reach you within **48 hours** and still have no explanation, we may be required to notify **Children's Services**, in accordance with the **Children Act 2004**.

This procedure reflects guidance from the local authority and is in place due to past serious incidents where the absence of a child went unnoticed following a parent's illness or emergency.

The sole purpose of this policy is to protect the safety and welfare of the child and their family.

If no contact is made, then the following process will be followed.

1. A telephone call to parents, carers or guardians will be made.
2. An email to parents will be sent.
3. Calls to other emergency contacts, including other family members listed as emergency contacts, will be made to try to establish why the child is absent.
4. Calls to the siblings' schools, nurseries or childminders will be made to establish if they or the sibling can confirm the child's whereabouts.
5. If contact cannot be made by telephone call **a home visit may be carried out**, and a contact notecard will be posted through your door.
6. If following this, no contact is made, and there is cause for concern that the child's whereabouts remain unknown, the health visiting service, your child's GP and Children and Families services will be contacted to ascertain if family support may be needed. In more urgent cases, the Police may be contacted to carry out safe and well checks.

Prolonged Absences

1. A prolonged absence is defined as 2 consecutive sessions of absence without a valid explanation.
2. If a child is absent for a prolonged period, we will: Make repeated attempts to contact parents/carers and emergency contacts. Send a written communication (e.g., email or letter) to the parent/carer.
3. Consider a home visit, if appropriate and following internal procedures, which could include the withdrawal of the child's nursery placement. Consult with our safeguarding lead if there are concerns about the child's welfare.

Attendance records are regularly monitored. If your child's absence rate reaches **15% or more**, a meeting with the Nursery Manager will be arranged to discuss the situation.

Arrival Times and Collections

To help prepare children for school and support their routine:

1. Morning sessions run from 8:30 am to 11:30 am
2. Afternoon sessions run from 12:00 pm to 3.00 pm

Late arrivals disrupt the class and cause children to miss out on valuable activities such as registration and circle time. Please ensure your child arrives promptly for the start of their session.