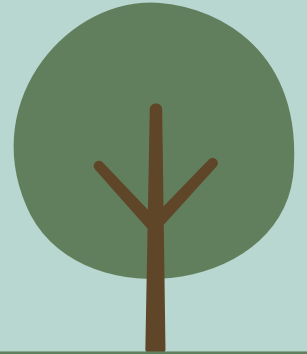


Attendance policy

At our nurseries, we ensure the safety and wellbeing of all children and families who use our nursery services. It is a regulatory requirement that children's attendance and non-attendance are documented accurately.



Your child's and family's wellbeing is our highest priority. We have a responsibility to understand the reason for a child's absence and to complete the required wellbeing and safeguarding conversation. If we are unable to confirm the reason for the absence or have concerns about a child's welfare, we are required to follow our safeguarding procedures and escalate the matter appropriately to ensure the child's safety and wellbeing have been checked and verified.

In line with our attendance policy and safeguarding policies and procedures, we will

- Ensure that your child's attendance is accurately recorded.
- Hold on record a minimum of two emergency contacts.
- Share that it is an EYFS requirement to gain more than two emergency contacts where possible and record if this has not been possible. The reasons for this will be detailed.
- Ensure that if your child is absent from nursery and you have not contacted us to make us aware of your child's absence, we will call you after 1 hour of your child's session start time to ascertain your child's wellbeing, safety, and reason for non-attendance.
- If we cannot contact the primary contacts, such as your child's parents/carers, we will seek to contact the secondary contacts to ascertain the reason for absence.
- If you fail to notify the nursery of your child's absence and reason for absence, our responsibility will be to contact your child's secondary emergency contacts to check on the child's well-being, safety, and reason for absence.
- If we have been unable to receive contact from any of your child's contacts, we will liaise with the children's services team to share the details of your child's absence. This may require us to make a referral to children's services, as we have a duty of care to ensure that your child's wellbeing and safety are confirmed.
- It is our responsibility to log all children's attendance and absences and to ensure that we can review any concerns or patterns in your child's absence which could indicate concern.

- Ensure that attendance records are reviewed monthly by the Nursery Manager or Deputy Manager. This review will aid in identifying high absences and any patterns in your child's absence.
- We will inform Children's Services of any concerns we may have about your child's attendance or wellbeing and make a referral if necessary.
- If your child ceases to attend our setting without notice or reason, the Nursery Manager will contact you. We will contact the emergency contacts if we cannot contact the you. The Nursery Manager will liaise with the local Children's Services team and seek advice, as we have a duty of care to confirm their wellbeing and safety.
- We also have a duty to inform the local authority of children accessing funding entitlement who have failed to attend their allocated funded sessions, as your child has not been in receipt of their full funding allocation. Therefore, the funding payment may require amending. We will adhere to the local authority's funding agreement.

Our nurseries will ensure

- The Nursery Manager, Deputy Manager and all Room and Team Leaders and nursery team members are aware of their responsibilities to notify the absence of your child to their Nursery Manager, Designated Safeguarding Lead (DSL) and the designated person in charge of our nursery.
- Children's emergency contacts are updated and checked with you twice yearly.
- You will be informed of any referrals we make to children's services if we deem that sharing this information with you would not place your child at risk.