



Attendance Policy

1. Policy Statement

At Manor House Minster Nursery we believe that regular attendance is vital for children's development, continuity of care, and engagement in learning activities. This policy sets out our expectations for attendance, the procedures for reporting absences, and the actions we will take if a child is absent without notification or for a prolonged period of time. It aims to ensure children's safety, well-being, and consistent care, and to support families in maintaining regular attendance.

2. Purpose of the Policy

The purpose of this policy is to:

- Outline the expectations for parents/carers to inform the setting of their child's absence.
- Ensure that absences are followed up promptly to confirm the child's safety.
- Explain the steps the setting will take if a child is absent without notification or for a prolonged period.
- Highlight the importance of maintaining accurate attendance records for safeguarding purposes.

3. Attendance Expectations

- Parents/carers are expected to ensure their child attends regularly and on time.
- If a child is going to be absent, parents/carers must inform the setting as early as possible, preferably before the start of the

session, stating the reason for the absence and the expected return date.

- If a child is unable to attend due to illness or other circumstances, parents/carers must notify the setting on each day of the absence unless a clear return date has been provided.

4. Reporting Absences

Parents/carers should report absences by:

- Calling the setting directly on 01843 808034
- Sending an email to admin@manorhouseminsternursery.co.uk
- Send a message via the Famly app
- Notifying staff in person if the absence is planned in advance.

5. Follow-Up on Unreported Absences

- If a child is absent without notification, the setting will attempt to contact the parent/carer as soon as possible on the first day of absence to confirm the child's safety (we will aim to have made contact by 10am)
- If the parent/carer cannot be reached, staff will proceed to contact the alternative emergency contacts provided.
- Where possible, the setting should have more than two emergency contact numbers on file for each child.

6. Prolonged or Unexplained Absences

- A prolonged absence is defined as an extended period of absence without a valid reason or communication from the parent/carer.
- Staff will use their professional judgement to consider the child's personal circumstances, including any known vulnerabilities, patterns of attendance, and their home life, when determining whether an absence should be classified as prolonged.
- If there are concerns about a child's safety, well-being, or vulnerability, the setting's safeguarding procedures will be implemented. This may include contacting local children's social care services or requesting a police welfare check.

7. Monitoring Patterns and Trends

- Staff will monitor attendance regularly to identify patterns and trends that may indicate a concern, such as frequent, unexplained absences or lateness.
- Where patterns of irregular attendance are identified, the setting will engage with the parent/carer to understand the reasons and offer support where appropriate.

8. Action in Case of Concerns

If concerns are raised about a child's attendance or safety:

- The Designated Safeguarding Lead (DSL) will be informed and will assess the situation.
- The DSL may decide to refer the matter to local children's social care services if there are safeguarding concerns, or if there are significant difficulties in contacting the child's parents/carers.
- In cases where there is an immediate concern for the child's safety, a police welfare check may be requested.

9. Sharing the Attendance Policy with Parents/Carers

- This policy will be shared with all parents/carers during the registration process, and copies will be made available upon request.
- Parents/carers will be reminded of the policy's key points throughout the year, particularly during periods of heightened risk, such as the beginning of new school terms or changes in attendance patterns.

10. Emergency Contact Information

- Parents/carers are required to provide at least two emergency contact numbers, and it is recommended that more than two be provided where possible.
- Parents/carers must ensure that contact information is kept up to date and notify the setting of any changes promptly.

11. Review of the Policy

This policy will be reviewed annually, or more frequently if needed, to ensure it remains up to date and effective. The setting's management team will be responsible for ensuring compliance with this policy and for making necessary updates based on changes in guidance or legislation.

By implementing this attendance policy, Manor House Minster Nursery aims to provide a safe and supportive environment for all children, ensuring they have consistent access to high-quality early years education and care.

Signed on behalf of the nursery	Date for review
Amy Penny March 2026	<i>March 2027</i>