

Attendance Policy

Policy statement

At Thorney Island nursery, we ensure the safety and well-being of all children and families who use the nursery. It is part of the statutory guidance that children's attendance and non-attendance are documented accurately. Your child's and family's well-being are paramount to us, and we have a duty to follow up any child's absence, so that any trends or prolonged absences can be addressed in line with this policy as well as our safeguarding policy. If we have concerns about your child's absence, we must escalate appropriately, ensuring their well-being and safety have been checked and verified.



Procedures

- We will ensure that the child's record of attendance is accurately recorded on the daily register on Famly, noting any absences/sickness and holidays.
- We will share with parents that it is an EYFS requirement to gain more than two emergency contacts where possible and record on file if this has not been possible and the reasons for this will be detailed.
- Emergency contacts and parent/carer details will be regularly updated (bi-annually).
- The nursery will follow up any child absence without notification from the parents or carers, and then they will use their professional judgement in deciding if a child's absence is a concern or prolonged. Personal circumstances will also be considered.
- Parents are to call the nursery, email the manager or add the absence/sickness/holiday to Famly to inform them if their child is not going to be attending and give the reason why (manager@thorneyislandnursery.co.uk) before the child's start time.
- If a parent/carer has not made us aware that their child is not going to be attending, the nursery will call them after 1 hour of the child's session start time to ascertain the child's well-being, safety, and reason for non-attendance. A 'what's app' message or message through the Famly app may also be sent, along with an email if the call is unsuccessful.
- If the nursery cannot contact the primary contacts, such as the child's parents/carers, we will seek to contact the emergency contacts to ascertain the reason for absence.
- If we have been unable to contact any of the child's contacts, within a reasonable time frame (up to 2 hours) and we have concerns for the child's absence and well-being, 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 well-being and safety are confirmed.
- It is the nursery's responsibility to log all children's attendance and absences and to ensure that we can review any concerns or patterns in the child's absence which could indicate concern.
- The manager will review the attendance records once a month to look for any patterns or concerns

- If any child ceases to attend our setting without notice or reason, the Nursery Manager will contact the parent/carer. Emergency contacts will then be called, if we cannot contact the primary carers.
- The Nursery Manager will liaise with the local children's services team and seek advice, as the nursery has a duty of care to confirm all children's well-being and safety.
- The nursery also has a duty to inform the local authority of children accessing funding entitlement who has failed to attend their allocated funded sessions, as your child has not been in receipt of their full funding allocation. Therefore, the funding payment/invoiced amount may require amending. We adhere to the local authority's funding agreement.

The nursery will ensure that:

The Nursery Manager, Deputy Manager, Room leaders, bursar and admin staff along with the nursery team members are all aware of their responsibilities to notify the absence of any child to their Nursery Manager, Designated Safeguarding Lead (DSL) and the designated person in charge of the nursery.

This policy was adopted at a meeting of: Thorney Island Nursery

Held on: 5th May 2026

Date to be reviewed: May 2027

Signed on behalf of the committee: _____

Name of signatory: _____

Role of signatory: _____

Manager's signature: _____

Manager's name: Karen Theobald