



Attendance Policy

Our aim at Westlands Nursery is to ensure that all children are regularly attending their nursery sessions, unless there is a legitimate reason as to why they are unable to, and are arriving promptly to allow them to have full access to their nursery hours and the experiences we are providing.

Whilst we recognise that nursery attendance is not mandatory for children under the age of five we do know that good attendance plays a fundamental role in supporting children's educational achievement, well-being and in keeping children safer. As a nursery we have a statutory duty to follow up on absences in a timely manner, if a child is absent without notification from parents/carers. (EYFS 2025 3.11)

This policy sets out the procedures we have in place to promote and monitor attendance within our Early Years Setting and the steps that will be followed if a child is absent for a prolonged period of time.

If a child is absent due to illness, they should remain home until they are well enough to return and our policy on 'managing children who are sick or infectious' should be followed. Parents should notify the nursery as soon as possible of the absence, by phone or preferably the Family app and should continue to notify the nursery daily throughout their child's absence.

Absences due to appointments or holidays should always be logged on the Family app, so the nursery are aware of the reason for absence.

On the first day a child is absent without an explanation a message will be sent on our Family app. If no contact is made, staff must follow up with parents when/if the child arrives for their next nursery session. If no contact is made and the child remains absent for their second day, then the following process will be followed;

- 1) A telephone call to parent's/ carers personal number and/or work telephone contact
- 2) Calls to all other emergency contacts, including other family members listed as emergency contacts, will be made to try to establish why the child is absent.
- 3) Calls to any siblings' schools, nurseries or childminders will be made to establish if they or the sibling can confirm the child's whereabouts.
- 4) If contact cannot be made by telephone call, and we have not seen a child for **2 weeks** a home visit will be carried out by a senior member of staff and a DSL. A compliment slip will be posted through your door if no one is home. If following this no contact is made within 24 hours 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.

Children and Families Front Door 03000 411111

Outside office hours call the Emergency Duty Team on 03000 419191

In more urgent cases, the Police may be contacted to carry out welfare checks. If there is an immediate risk of harm to the child, then call 999.