

Nursery Attendance Policy

From September 2025, the Department for Education, in line with the Early Years Foundation Stage (EYFS) Framework, require an Attendance Policy to be shared with parents and/or carers, which must include expectations for reporting child absences and the actions the Nursery will take if a child is absent without notification or for a prolonged period of time.

Rationale

Bolton School Nursery encourages attendance so that children can maximise their learning experience in order to reach their full potential. We believe that good attendance plays a fundamental role in supporting children's educational achievement, well-being and in keeping children safer. Establishing regular routines for young children supports the settling-in process and enhances their sense of security and belonging. When a child has a part-time place, regular attendance is especially important.

This policy outlines the procedures to promote and monitor attendance and those that will be followed if a child is absent from the setting. It is important that our records of children's attendance are accurately kept and regularly monitored to make sure that we identify any potential problems and look for patterns.

We are aware that attendance at Nursery is not statutory but that non-attendance could be an indicator of other concerns. The aim of the policy is to keep all concerned safe.

Procedures

- Children's attendance is recorded and monitored by daily registers, self-registration and daily signing in sheets.
- If a parent/carer knows in advance that their child will be absent for a period of time, we ask that they inform the Nursery via email outlining the expected dates of absence.
- On occasions of brief and/or unplanned absence parents must inform the Nursery by phone or email by 9am that morning and by 9am on any subsequent days if their child will not be attending for any reason.
- If we have no explanation of absence, we will endeavour to contact you by 10am if your child is expected for a morning session or by 2:30pm if they are expected only for the afternoon session.
- If no contact is made with parents within 48 hours of a child's absence, an email will be sent to both parents and those listed as a child's Emergency Contacts may also be contacted.

Responsibility, management and coordination

- The Management Team will conduct a half termly review of attendance records, considering any children whose attendance is of concern and discussing this with parents as relevant.
- All staff are alert to signs that children who are absent might be at risk of abuse or neglect and appropriate action is taken when children stop attending.
- Staff raise any concerns with the Management Team/DSL (Designated Safeguarding Lead) who take appropriate action when an absence is a concern or a parent cannot be contacted to verify their child's absence. Such concerns will be logged on CPOMS in order to support tracking of attendance.

- The Management Team may decide to contact the Bolton Safeguarding Team in the event that the Nursery is unable to make contact with a parent within 48 hours, either by phone or email
- The Management Team, in conjunction with the Head of Primary Division has overall responsibility for the implementation and review of this policy.