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## *Attendance Policy*

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### Statement of Intent

At the nursery, we are committed to providing high-quality early education that promotes the learning and development of every child. Consistent attendance plays a vital role in ensuring children benefit fully from their time with us. Regular attendance supports children's well-being, emotional security, social development, and access to a rich, enabling learning environment.

This policy outlines our expectations and responsibilities regarding attendance in line with the Early Years Foundation Stage (EYFS) statutory framework (2025) and local safeguarding procedures.

### Aims

- To ensure children accessing government funding attend regularly and benefit fully from early education
- To work in partnership with parents and carers to identify and address any barriers to attendance
- To monitor patterns of absence to safeguard children and promote their well-being
- To fulfil our safeguarding duty under Section 3 of the EYFS.

### Parental Responsibilities

Parents and carers play a vital role in supporting this by keeping the nursery informed of absences and planned time away. Through open communication and collaboration, we can work together to meet each child's individual needs and uphold our shared commitment to their growth and well-being.

Parents and carers are therefore expected to:

- Ensure their child attends the Nursery on their agreed funded sessions.
- Inform the setting **before the booked start-time** if their child is going to be absent, including the reason and expected duration.
- Provide timely updates for ongoing absences.
- Notify the Nursery in advance of any planned absences such as holidays, appointments, or family events.
- Keep the nursery informed of any changes to contact details.

*Created: August 2025, March 2026.*

## Nursery Responsibilities

We believe that regular attendance is essential to provide consistency, security, and the best opportunities for each child to flourish.

To support this, we will:

- **Keep accurate daily attendance registers** to ensure the safety and well-being of all children.
- **Follow up unexplained absences promptly**, usually within the first day, to ensure that children are safe and supported.
- **Monitor attendance trends** and discuss any concerns openly and sensitively with parents or carers, recognising that family well-being is key to children's learning.
- **Record reasons for absence and update records, accordingly**, ensuring clear communication and accountability.
- **Work in partnership with parents, health visitors, Early Years teams, and other relevant agencies** to support good attendance and address any underlying issues, guided by our Montessori ethos of collaboration and respect.
- **Notify the ECC funding team of any extended absences** in line with statutory requirements.
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## Absence Due to Illness

We recognise that absences may occasionally be unavoidable due to illness or family circumstances. By working together with families, we aim to minimise disruption for the child and ensure that every child continues to feel secure, supported, and valued within our Montessori community.

If your child is unwell, they should remain at home until they are well enough to return. Please follow NHS guidance regarding exclusion periods for contagious illnesses (e.g. 48 hours after the last episode of vomiting/diarrhoea).

We reserve the right to request medical advice or confirmation in cases of prolonged or frequent illness

## Persistent Absence

Where a child's attendance falls below 85% over a given period (excluding authorised absences), or there are repeated patterns of non-attendance:

- The Nursery will contact parents to discuss the concern
- A record of this will be kept on the child's file
- Continued low attendance may be referred to the local authority Early Years team, in line with our safeguarding and welfare responsibilities

## Safeguarding Concerns

Unexplained absences, especially where we are unable to contact the family or where patterns of concern arise, will be escalated in accordance with our Safeguarding and Child Protection Policy. As required by the EYFS 2025, we have a duty to ensure children's welfare and take timely action where a child may be at risk of harm.

## Funded Children (FEEE)

Attendance for children receiving Free Early Education Entitlement (FEEE) will be monitored in accordance with local authority requirements. Persistent non-attendance may result in the loss or reassignment of a funded place.

## Holidays and Planned Absence

We ask parents to notify us via Blossom of any planned longer absence, such as holidays. While we understand the importance of family time, we encourage attendance wherever possible to maintain children's routines and engagement and in-line with government funding policies.

## The following procedures and documentation in relation to this policy are:

- Child Protection policy
- Partnership with parents
- General data protection regulation policy
- Illness policy

## Guidance

### **Statutory Framework for the Early Years Foundation Stage 2025 – Section 3 The safeguarding and welfare requirements**

- Child absences
- Concerns about children's safety and welfare

### **Keeping children safe in education 2026.**

- Working with early education and childcare settings, schools, colleges and other education providers (36)
- Early years and childcare (118)

### **Families First Partnership (FFP), 2026.**