



# ATTENDANCE POLICY

VERSION/DATE:	September 2025
NEXT VERSION DUE BY:	September 2026

## Introduction

At Lavender Farm Nursery, we want to create a culture where good attendance is normality and valued. We believe that regular and punctual attendance is paramount so that all children have full access to the curriculum. Regular attendance is crucial for children's development and well-being in their early years. Valuable learning time is lost when children are absent or late. This policy outlines our expectations for attendance, procedures for reporting absences, and the actions we will take in cases of unexplained or prolonged absences. We are committed to ensuring the safety and well-being of all children in our care.

## Expectations for Attendance

We expect children to attend their scheduled sessions regularly and punctually. Parents/carers are responsible for ensuring their child's attendance. If a child is unable to attend, parents/carers must **notify nursery by 8.30am**.

## Reporting Absences

Parents/carers must notify the nursery of their child's absence on the day of the absence. Absences can be reported by telephone: **0121 285 6633**. When reporting an absence, please provide the child's full name, reason for absence (e.g., illness, appointment) and the expected duration of absence.

## Unexplained Absences

If a child is absent without notification, we will attempt to contact the parent/carer using the primary contact number provided. If we are unable to reach the parent/carer, we will attempt to contact the secondary emergency contact provided. All contact attempts and outcomes will be recorded in the child's attendance record. If we are unable to make contact and have concerns about the child's welfare, we will follow our safeguarding procedures.

## Prolonged Absences

A prolonged absence is defined as 2 consecutive sessions of absence without a valid explanation. If a child is absent for a prolonged period, we will: Make repeated attempts to contact parents/carers and emergency contacts. Send a written communication (e.g., email or letter) to the parent/carer. Consider a home visit, if appropriate and following internal procedures which could include the withdrawal of the child's nursery placement. We will consult with our safeguarding lead if there are concerns about the child's welfare. We will carry out routinely welfare 'safe and well' visits/checks if we have failed to make contact for more than a 1-week period or if we have made telephone contact but not seen a child in setting for up to 2 weeks.

## Illness

If your child is unwell, please keep them at home to prevent the spread of infection. \* Please inform us of any contagious illnesses, such as chickenpox, measles, or COVID-19. \* Children should not return to the setting until they are symptom-free or as advised by a medical professional. Our nursery follows guidelines for infection control from the Public Health Agency.

### **Late Arrival/Early Collection**

Please inform us if your child will be arriving late or collected early. Late arrivals can disrupt the learning environment, so we encourage punctuality. Only persons named on the Authorised Collection of Children form can collect children and must know the collection password. Please inform us of any changes to collection arrangements.

### **Late Collection**

It is important that you arrive on time to collect your child. If for any reason you are unable to, please arrange for a family member or friend to collect your child and inform the nursery. In the unlikely event that you are unable to make alternative arrangements, you will incur a charge for late collection. Incidents of late collection will be recorded by the Manager and discussed with parents/carers at the earliest opportunity. Parents and carers will be informed that persistent late collection may result in the imposition of a fine of £15.00 for every 15 minutes entered into or the loss of their child's place at the Nursery.

### **Safeguarding**

Staff are trained to identify and respond to safeguarding concerns. Any concerns about a child's welfare will be reported to the designated safeguarding lead. We will follow our safeguarding procedures and work with relevant authorities as necessary. We will carry out routinely welfare 'safe and well' visits/checks if we have failed to make contact for more than 1 week period or if we have made telephone contact but not seen a child in setting for up to 2 weeks. We may also complete welfare visits if we have safeguarding concerns that are not directly linked to attendance.

### **Review**

This policy will be reviewed annually or as needed to ensure its effectiveness and compliance with relevant legislation.

**Review: September 2026**