

Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

Attendance Policy



Introduction

Regular attendance is crucial for children's development and well-being in their early years. 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 us as soon as possible.

Reporting Absences

Parents/carers must notify the nursery on the day of the absence. Absences can be reported by telephone: 07903191851, via email greenshootsdaynursery@gmail.com or on the Family App. When reporting an absence, please provide the 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. Consult with our safeguarding lead if there are concerns about the child's welfare.

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.

Late Arrival/Early Collection

Late arrivals can disrupt the learning environment, so we encourage punctuality. Only authorised persons are allowed to collect children. Please inform us of any changes to collection arrangements in advance. A password will be provided, and we will ask for a photo of the person collecting your child.

Late Collection

It is important that you arrive on time to collect your child. If, for any reason, you are unable to do so, please arrange for a family member or friend to collect your child and inform the nursery in advance.

In the unlikely event that you are unable to make alternative arrangements, a late collection fee of £1 per minute will apply.

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.

Review

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

Review: July 2026