



Attendance & absence policy

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2025):
Safeguarding and Welfare Requirements:

Child absences

3.11 Providers must follow up on absences in a timely manner. If a child is absent for a prolonged period of time, or if a child is absent without notification from the parent or carer, attempts must be made to contact the child's parents and/or carers and alternative emergency contacts. Providers must consider patterns and trends in a child's absences and their personal circumstances and use their professional judgement when deciding if the child's absence should be considered as prolonged. Consideration must be given to the child's vulnerability, parent's and/or carer's vulnerability and their home life. Any concerns must be referred to local children's social care services and/or a police welfare check requested.

3.12 Providers must have an attendance policy that they share with parents and/or carers. This must include expectations for reporting child absences and the actions providers will take if a child is absent without notification or for a prolonged period of time, for example: implementing the setting's safeguarding procedures, following up with the parents and/or carers and contacting emergency contacts if parents and/or carers are not contactable.

We understand it is not compulsory that children attend nursery. However 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.

Attendance- We expect children to attend their scheduled sessions regularly.

Parents are responsible for ensuring their child's attendance. If a child is unable to attend, parents must notify us as soon as possible. You can contact us by phone 01905 620498 or by emailing us shralwey@littlesquirrelsLtd.co.uk.

When reporting an absence, parents must give a 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 parents using the primary contact number provided. If we are unable to reach the parent, we will attempt to contact the secondary emergency contact provided. All contact attempts and outcomes will be recorded on the child's chronology log. 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 and emergency contacts. Send a written communication (e.g., email or letter) to the parent. 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.
- ♥ Children should not return to the setting until they are symptom-free or as advised by a medical professional.
- ♥ For more information about illness please see the link with further infection control guidance.
- ♥ [Guidance on infection control in schools poster.pdf](#)

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 timekeeping. Only authorised persons can collect children. 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 us as soon as you can. In the unlikely event that you are unable to make alternative arrangements, you may receive a charge for late collection.

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.