



The Butterfly Rooms (Incorporating Woodlands) LTD

Tank Hill Road | Purfleet | Essex | RM19 1TA

Registered Charity Number: 1148068 | Ofsted Number: 453859 | Company Number: 7984150 | *Limited by Guarantee*

Telephone Number: 01708 863 737

Attendance Policy for Parents/Carers

Policy Statement

At **The Butterfly Rooms**, we recognise that regular attendance is vital to a child's learning, development, wellbeing, and ability to build positive relationships. We are committed to working in partnership with parents and carers to ensure that all children attend regularly and benefit fully from their early years education and care. We aim to create a welcoming, nurturing environment where children feel safe, happy, and excited to attend.

Purpose

This policy aims to:

- Promote regular attendance and punctuality.
- Support children's learning and development.
- Encourage strong partnerships between The Butterfly Rooms and families.
- Ensure accurate attendance records are maintained.
- Identify and address attendance concerns at an early stage.

Parent/Carer Responsibilities

Parents and carers are expected to:

- Ensure their child attends all booked sessions unless they are unwell or unable to attend due to exceptional circumstances.
- Inform The Butterfly Rooms as soon as possible if their child will be absent.
- Notify the nursery each day of absence unless otherwise agreed.
- Keep emergency contact details up to date.
- Work collaboratively with staff where attendance concerns arise.

Reporting an Absence

If your child is unable to attend, parents/carers should:

- Contact The Butterfly Rooms before the start of the session wherever possible.
- Provide a reason for the absence.
- Inform us of any expected return date if the absence is likely to be ongoing.

Absences may be reported by:

- Telephone
- Email
- Nursery communication app (where applicable)

Illness and Infection

Children should not attend nursery if they have a contagious illness that may put others at risk.

Parents/carers should follow nursery guidance regarding exclusion periods for illnesses and infections. Children should only return when they are well enough to participate fully in nursery activities and any required exclusion period has ended.

Holidays and Planned Absences

Where possible, parents/carers should inform The Butterfly Rooms in advance of any planned absence or family holiday.

While we understand that family holidays and events are important, regular attendance is encouraged to support continuity in children's learning and routine.

Punctuality

Children benefit from arriving on time as this helps them settle into the day and participate fully in planned activities.

Parents/carers should:

- Arrive promptly for the start of sessions.
- Collect children on time at the end of sessions.
- Inform staff if they are likely to be delayed.

Persistent late arrival or collection may be discussed with parents/carers to ensure the child's wellbeing and routine are maintained.

Monitoring Attendance

The Butterfly Rooms monitors attendance patterns to support children's wellbeing and development.

Where attendance becomes a concern, we will:

- Discuss concerns sensitively with parents/carers.
- Seek to understand any barriers to attendance.
- Offer support and guidance where appropriate.
- Work collaboratively with families to improve attendance.

Our Commitment

The Butterfly Rooms will:

- Maintain accurate attendance registers.
- Communicate openly and respectfully with families.
- Support children and families experiencing difficulties affecting attendance.
- Promote the importance of regular attendance through positive partnerships with parents and carers.

Review of Policy

This policy will be reviewed annually or sooner if legislation, guidance, or operational requirements change.

This policy was adopted by	The Butterfly Rooms Ltd
On	24 th July 2026
Date to be reviewed	24 th July 2027
Signed on behalf of the Management committee	
Name of signatory	Miss Aimee Thompson