



# **Little Seedlings Nursery & Seedlings Nursery**

## **Attendance Policy**

### **2025/2026**

Date approved:	October 2025
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## Contents

	<u>Item</u>	<u>Page Number</u>
1	Aims and Expectations	3
2	Reporting An Absence Procedure	3
3	Recording & Monitoring Attendance	3
4	Supporting Families	3
5	Policy Review	4

## **1.0 Aims and Expectations**

1.1 The purpose of this policy is:

- A. To ensure that every child that attends our nursery settings benefits from regular attendance.
- B. To outline how our attendance procedures reflect our robust safeguarding culture.
- C. To outline how we collaborate closely with families and external agencies.

## **2.0 Reporting an Absence Procedure**

2.1 If a child is going to be absent for part or all of their planned sessions, parents/carers must contact our school office via email or telephone to report the absence prior to the start of their child's session.

## **3.0 Recording & Monitoring Attendance**

3.1 Room staff complete daily registers for all children.

3.2 If a child is absent, and there has been no reason provided for the absence, a child's key person will attempt to make contact with parents/carers once registers have been completed. A key person will always attempt to contact parents/carers via telephone in the first instance, and will then follow up via email if no verbal conversation has been able to take place.

3.3. If no contact has been made with a child's parents/carers on the first day of an absence, this will be logged on CPOMS under attendance.

3.4 If a child is absent for a second day with no reason being received, we will attempt to contact the child's parents/carers following the same procedure outlined above. In addition to this, we will also contact any other emergency contacts the child has listed in order to make contact with parents/carers.

3.5 If no reason has been provided on the second day of a child's absence, we will again record this on CPOMS under attendance and conduct a home visit.

3.6 If no contact has been made with the family after conducting a home visit, then safeguarding procedures will be followed under the instruction of Hampton Vale Primary Academy's designated safeguarding lead. Escalation of concerns around prolonged unexplained absences could result in referrals to children's social care, the police, or the Early Help process.

3.7 If there are any concerns regarding a child's absence, then our nursery settings may conduct a home visit at any time as a supportive measure.

3.8 The nursery leadership team monitors children's attendance and any concerns must be logged on CPOMS. The process for supporting families in ensuring good attendance is outlined below.

## **4.0 Supporting Families**

4.1 Developing strong relationships with parents/carers is crucial in ensuring that good nursery attendance is achieved. Good attendance is promoted through ensuring that parents/carers and children understand the significant benefit children receive through the high quality early years provision that is offered within our nursery settings.

4.2 If regular or significant patterns of absence are noticed, a child's key person will first speak to parents/carers to ascertain if there are any underlying reasons the nursery needs to be aware of. The child's key person will encourage good attendance with parents/carers and refer to the Room Leader if further support needs to be provided.

4.3 If a child's attendance continues to be of concern then the parents/carers may be invited into the nursery setting to discuss whether there are any internal support measures that could be given by our nursery or inclusion team, or whether an Early Help may be necessary to support good attendance further.

4.4 If at any point our nursery staff become concerned about a child's welfare, the Hampton Vale Primary Academy Designated Safeguarding Lead will be made aware and safeguarding procedures will be followed.

## **5.0 Policy Review**

5.1 This policy will be reviewed annually.