



Attendance and Absence Policy

Purpose of the Policy

Regular attendance is important for a child's early learning and development. This policy sets out our expectations for attendance, procedures for reporting absences, and steps we take to safeguard children when attendance is irregular or unexplained.

Aims

- To promote consistent attendance and punctuality.
- To ensure children access their full entitlement to early education.
- To safeguard children by monitoring attendance closely.
- To work in partnership with parents/carers to support good attendance.

Attendance Expectations

- Children should attend all booked sessions unless unwell or there is another valid reason for absence.
- Parents/carers should bring their child on time and collect them promptly.

Reporting Absence

- Parents/carers must inform the setting **before the session begins** if their child will be absent, stating the reason.
- Absences can be reported by messaging or mark your child absent on the Family app stating the reason for absence.
- If no contact is received, the setting will follow safeguarding procedures (see below).

Authorised and Unauthorised Absence

- **Authorised absences** include illness, medical appointments, family emergencies, or agreed holidays.
- **Unauthorised absences** include absences without explanation, frequent lateness, or absences not agreed with the setting.

Safeguarding Procedures

Shine Bright Nursery

Athena House, 601 Delta Business Park, Welton Road, Swindon SN5 7XF
Telephone Number: 0739 358 827 Email: shinebright@jessonchildcare.com
Ofsted Registration 2710160



- If a child is absent and parents/carers have not made contact, staff will attempt to make contact using all known numbers.
- If staff are unable to make contact and are concerned for the child's welfare, the setting will follow its safeguarding policy, which may involve contacting the Local Authority or other agencies.

Monitoring Attendance

- Attendance is recorded daily.
- Patterns of frequent absence, lateness, or irregular attendance will be discussed with parents/carers.
- Where necessary, advice and support will be offered to families to help improve attendance.

Roles and Responsibilities

- **Parents/carers** are responsible for ensuring their child attends regularly and on time.
- **Staff** are responsible for accurately recording attendance and following up on absences.
- **The manager** is responsible for monitoring attendance records and ensuring safeguarding procedures are followed.

Signed Angela Jesson

Date 17th September 2025.

Review Date 17th September 2026

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