

Attendance Policy



Policy Statement

Early Years Day Nursery Uxbridge recognises that good attendance and punctuality are essential to support children's learning, development, wellbeing, and safeguarding. Regular attendance enables children to establish secure routines, build positive relationships, and develop a strong sense of belonging within the nursery environment.

The nursery acknowledges that patterns of absence can be an indicator of wider concerns, including potential safeguarding risks. For this reason, attendance is closely monitored, and any concerns are acted upon promptly and appropriately.

The nursery is committed to working in partnership with parents and carers to promote regular attendance and to ensure that all children attend consistently and arrive on time.

Promoting Good Attendance

The nursery promotes a positive culture of attendance by clearly communicating expectations to parents and carers from the outset. Parents are informed that regular attendance and punctuality are in the best interests of their child and support their development and wellbeing.

This policy is shared with parents prior to their child starting at the nursery, ensuring that expectations are clear. Staff work proactively to build positive relationships with families, encouraging open communication and supporting parents in maintaining consistent attendance patterns.

The nursery recognises that barriers to attendance may arise and is committed to working with families to address any concerns in a supportive and professional manner.

Monitoring Attendance and Punctuality

Children's attendance is recorded daily using the nursery's online system and is monitored regularly by the management team. This ensures that any patterns, trends, or concerns are identified at an early stage.

All staff remain vigilant to changes in attendance or punctuality that may indicate underlying concerns. While attendance is not statutory within Early Years, the nursery recognises that unexplained or persistent absence may be a cause for concern and may require further investigation.

Attendance records are used not only to monitor attendance but also to support safeguarding, health, and wellbeing, including identifying potential patterns of illness or absence.

Procedures in place to record, monitor and follow up non-attendance.

Daily Registration- Registration will be completed as soon as children arrive at the setting.

Nonattendance

- If a child is absent and we are informed of their reason for absence this will be recorded on the Parenta app on the child's profile.
- If a child is absent without an explanation a telephone call will be made around **10am** to the parents to establish the reason for the absence. If no contact is made, then the following process will be followed.

- 1) A telephone call to the parent's place of work will be made (if applicable)
- 2) An email will be sent if the parents could not be contacted
- 3) Calls to other emergency contacts, including other family members listed as emergency contacts, will be made to try to establish why the child is absent.

Whole process is repeated on day 2 of absence.

If contact cannot be made by telephone call by day 2 a home visit may be carried out and we will contact relevant services for a welfare check.

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If following this no contact is made, and there is cause for concern that the child whereabouts remain unknown, the health visiting service, your child's GP and Children and Families services will be contacted to ascertain if family support may be needed. In more urgent cases, the Police may be contacted to carry out safe and well checks. If there is an immediate risk of harm to the child, then call 999.

Safeguarding and Attendance

The nursery recognises that poor attendance, unexplained absence, or irregular patterns of attendance may be indicators of safeguarding concerns.

All staff understand their responsibility to remain vigilant and to report any concerns regarding attendance to the Designated Safeguarding Lead. Where concerns arise, these will be managed in line with the Safeguarding and Child Protection Policy, and information will be shared with relevant agencies where appropriate.

All actions taken in response to attendance concerns will be recorded clearly and accurately.

The nursery will take a proportionate and timely approach to escalating concerns where absence is persistent or unexplained.

Monitoring and Review of Attendance

Attendance is reviewed regularly by the management team to identify patterns, trends, or concerns. Where concerns are identified, these will be discussed with parents or carers in a timely and supportive manner.

The nursery will work with families to address any issues affecting attendance and will offer support where appropriate. The aim is always to ensure the best outcomes for the child and to promote consistent attendance.

Partnership with Parents and Carers

The nursery values strong partnerships with parents and carers and recognises the importance of working together to support children's attendance.

Parents are encouraged to communicate openly with the nursery regarding any absence, illness, or concerns that may affect attendance. The nursery will provide support where needed and will work collaboratively with families to promote regular attendance and ensure children feel safe, secure, and supported.