

2.8 Nursery attendance and absence from nursery



Policy statement

We appreciate that from time to time children may be absent from nursery and that this can be for various reasons such as holiday, illness and family commitments. However, in order to maintain accurate records, we ask that the following procedures are adhered to. This is to ensure that we continue to work and maintain high standards of communication with our families and are able to safeguard the children that attend the nursery.

Principles

Although education for children below 5 years is not compulsory in the UK, regular and punctual attendance is of paramount importance in ensuring that all children have full access to the early years curriculum. Setting good attendance patterns from an early age, from nursery will help your child(ren) later on in their life. Having a good early years education is important to ensure that children have the best opportunities in their adult life. Valuable learning time is lost when children are absent or late and research has shown the negative effect of absence.

Children should be at nursery, on time, every day the setting is open, unless the reason for the absence is unavoidable. Children should arrive at the setting no later than 10.00 am for AM or full-day sessions or 2.00 pm for PM sessions.

Procedures

We require parents/carers to call us to give an explanation by phone, message us via our EyLog app or email us if they are unable to bring their child(ren) on their scheduled session.

The staff within each room complete a register at the beginning of each morning and afternoon session. If parents/carers have not contacted the nursery and explained the reason for absence by 10.00 am (for full day and AM sessions) and 2.00 pm (for PM sessions), the room leader, key person or Nursery Manager will ring the parent/carer. If no explanation is given, we will enter this as unauthorised absence.

If we fail to make contact with the parents/carers within 24 hours by phone or email, we will contact the listed emergency contacts. If we fail to make contact within 48 hours this may result in Tiddley Tots Nursery contacting Children's Services or the Police. (This is in accordance with the Children's Act 2004.)

When appropriate, practitioners raise any concerns with the Nursery Manager who takes appropriate actions when absence is a concern and contacts the parents/carers to discuss attendance issues.