

Attendance Policy



Approved by:	Full Governing Body	Date: September 2025
Last reviewed on:	NA	
Next review due by:	September 2026	

At Haven Nursery School we value every child's presence and know that consistent attendance plays an important role in their happiness, development, and security. This policy has been designed in line with the Early Years Foundation Stage (EYFS) Framework to ensure your child is safe, supported, and thriving.

Expectations & Reporting

- We have high expectations of attendance and expect all children to attend for their allocated sessions, unless they are too unwell.
- Parents/carers must inform the nursery as early as possible—ideally before the session starts—if their child is unwell or absent for any reason.
- Reporting methods may include phone, email, or recording absence on Famly app.
- Absences without notice are unacceptable, and follow-up procedures will be triggered.

Monitoring & Follow-Up

- Nursery staff monitor attendance daily.
- If a child is unexpectedly absent and parents/carers have not notified the nursery school, staff will:

1. Phone primary contact.
 2. If no reply, call at least **two alternative emergency contacts**
- For **prolonged absence** (e.g., absent 3+ days without explanation), the concern will be referred to the designated safeguarding lead who may escalate concerns and consider contacting children's services.

Emergency Contact Details

- The nursery will collect **at least three** emergency contacts per child.
- Parents/carers are required to review and update contacts at regular intervals.

Record-Keeping

- Attendance is recorded daily in the register on Famly.
- All absence follow-up attempts (calls, messages, etc.) are logged on CPOMS with date/time, staff member name, and response details.

Staff Roles & Safeguarding Responsibility

- Lead Practitioners oversee register review and absence actions.
- Should ongoing concerns arise, matters are escalated to the Designated Safeguarding Lead (DSL) team.
- DSL liaises with local statutory services and ensures safeguarding process compliance.

Communication with Parents & Carers

- The policy is shared on registration and via the nursery school website.
- Parents are reminded annually and when updates are made

Staff Training & Awareness

- Staff receive training on this policy as part of their safeguarding induction, including regular refreshers.
- Staff are required to read and acknowledge the policy at each review