



CHILD ATTENDANCE POLICY

Tommies Childcare Limited



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1. LEGISLATIVE FRAMEWORK

- Early Years Statutory Framework (2025)

2. POLICY STATEMENT

Good attendance plays a fundamental role in supporting children's educational achievement, well-being and in keeping children safer. Establishing regular routines for young children supports the settling-in process and enhances their sense of security and belonging. Even if a child only has a part-time place, regular attendance is still especially important.

Attending nursery helps children establish routines of going to school regularly and being on time, which can help them make a smooth and positive transition to reception.

This policy sets out the procedures in place to promote and monitor attendance within our Early Years Setting and the steps that will be followed if a child is absent from the setting. It also explains the importance and benefits of regular attendance.

3. OUR AIMS

- To create a culture where good attendance and punctuality is 'normality' and valued by all.
- To value the individual and be socially and educationally inclusive.
- To be consistent in the implementation of our policy and procedures for recording and monitoring attendance.
- Work effectively with parents, children, and partners through building trusted relationships to work together to remove barriers to attendance.

To promote good attendance, we will:

- Convey clearly to parents and children that regular attendance and punctuality is essential and is in the child's best interest and that unexplained absence will be investigated.
- Keep records of attendance which provide accurate information on actual attendance and lateness to enable monitoring and evaluation so that emerging patterns are addressed.
- Build on existing good practice that fosters a positive attitude to good attendance by quickly responding to children's absence, recognising, and celebrating, 'good' and 'improving' attendance.
- Target attendance and lateness where there has been an issue and aim to set in place strategies and techniques to support and ensure improvement.

4. WORKING WITH PARENTS

Tommies Childcare will make its policy on attendance clear to parents and children through sharing information and expectations prior to admission.

The systems and procedures in place to promote children's attendance and punctuality will continue to be shared with parents at a universal level through parents' newsletters, online apps, and emails.



Leaders, Managers, and staff will work with parents to address specific aspects of attendance or punctuality, which cause concern through discussion and where appropriate standardised letters will also be used where a parental response and signature is required.

Recognising the factors affecting attendance. Whilst attendance at nursery is not statutory, authorised absence is only normally granted in the following circumstances:

- Illness of the child
- Illness of siblings or parents
- Medical Appointments
- Holidays
- Religious Reasons
- Emergency circumstances

Where these circumstances arise parents should inform the nurse on the first day of absence or prior to the first day of absence. Monitoring attendance and punctuality records of children's attendance are accurately kept and regularly monitored to ensure that we can identify any potential problems and look for patterns.

All managers and staff are alert to signs that children who are missing might be at risk of abuse or neglect, and appropriate action is taken when children stop attending. We are aware that attendance at our settings is not statutory, but non-attendance could be an indicator of other concerns.

All managers and staff are particularly aware of the need to monitor groups such as children who are in receipt of two year-old funding, and those for whom we receive Early Years Pupil Premium, as these groups are considered to be vulnerable.

5. PROCEDURES IN PLACE TO RECORD, MONITOR, & FOLLOW-UP NON-ATTENDANCE

Children will be signed in via Family when they arrive at nursery. Children's attendance or non-attendance will be recorded via Family by either the parent or by us at nursery where a child does not arrive.

If a child is absent and we are informed of their reason for absence this will be recorded on Family. If a child is absent without an explanation a telephone call will be made 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 parent's carers work or training provider will be made.**
- 2) An email to parents will be sent.**
- 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.**
- 4) Calls to the siblings' schools, nurseries or childminders will be made to establish if they or the sibling can confirm the child's whereabouts.**



If contact cannot be made by telephone call and there is a cause for concern about a child's whereabouts, settings will be advised to follow their local safeguarding procedures.

6. RECORD OF POLICY CHANGES

Last	Date	Initials	Comments
Introduced	August 25	DB	
