



36 Attendance and Unexplained Absences Policy

Purpose

Regular attendance is vital to a child's early development and learning. This policy sets out expectations and procedures for reporting and monitoring absence, ensuring the safety and well-being of every child in our care.

Reporting Absence

- Parents/carers must notify the nursery on the morning of their child's **first day of absence**.
- Notification must be made **by telephone or email** within **one hour of the child's booked start time**.
- Parents/carers must continue to report the absence **each subsequent day** their child remains absent, following the same procedure.

Unexplained Absences

- If a child is absent and the nursery has not been informed, **Summertime Nursery will promptly attempt to contact** the child's parent/carer.
- If contact with the primary parent/carer is not successful, **alternative emergency contacts will be called**.
- This will be carried out in a **timely and consistent manner**, in line with our safeguarding responsibilities.

Monitoring Attendance

- The nursery maintains **detailed attendance records** and monitors patterns of absence.
- Particular attention will be given to any **emerging trends or repeated absences**, especially where there may be safeguarding concerns or vulnerability in the home.
- Regular non-attendance or concerns over attendance will be **discussed with parents/carers** in the first instance.

Safeguarding and External Referrals

- Where there are **persistent absences**, or the nursery is **unable to establish contact**, and there is concern for the child's welfare, we may:
 - Make a **referral to Dorset Council Children's Services**, and/or
 - Request a **welfare check by the police** if a child's safety is considered at risk.
- Concerns will be documented, and decisions made in accordance with the **nursery's Safeguarding Policy**.

Holiday and Planned Absence

- Parents/carers are requested to provide **advance notice** of any planned absence, including holidays, via email.

Review and Communication

- This policy will be **reviewed annually** or earlier if required by changes in legislation or guidance.
- All parents/carers are made aware of this policy during **induction** and updated versions will be communicated as necessary.

Contact Details for Absence Reporting

- **Telephone:** 01305257756
- **Email:** office@summertimenursery.co.uk

Catherine White
Manager August 2025