

## Attendance

EYFS: 3.11, 3.12

At Upperthorpe Nursery we value good attendance as it has an important role in children's education, development and wellbeing. By establishing regular routines for children, this supports the settling in process and reinforces a sense of belonging. Regardless of the sessions your child attends, good attendance is important as attending nursery establishes routines that are important later in life such as going to school regularly and being on time which supports their transition to reception.

This policy aims to state our procedures to promote and monitor attendance within Upperthorpe Nursery and the steps we will follow should a child be absent from the setting.

### Our Aims:

- To create a culture where good attendance and punctuality is 'normality' and valued by all.
- To value the individual child 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 and children through building 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 interests to support their education and development.
- Keep records of attendance which provide accurate information on actual attendance and lateness to enable monitoring to address any emerging patterns.
- Build on existing good practice that fosters a positive attitude to good attendance by quickly responding to child's absence and celebrating good attendance.
- Support all children and their families to establish good routines which will continue throughout their child's education.

Upperthorpe Nursery will share its policy on attendance with parents and children on the nursery website and with new starters upon admission to nursery.

Government funded early years education places are not subject to compulsory education laws which begin from the start of statutory education at the age of 5. However, by accessing a funded education place, it is expected that a certain good level of attendance is maintained otherwise Upperthorpe Nursery, or the Local Authority can withdraw funding, effectively

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*Signed on behalf of the nursery:*



terminating the funded place. We believe that promoting and maintaining high levels of attendance can maximise the benefit of accessing these funded hours and any additional hours taken.

We understand that a number of factors can affect attendance, including:

- Illness of a child
- Illness of a parent or sibling
- Medical or dental appointments
- Holidays
- Religious ceremonies or celebrations
- Emergency circumstances

Therefore, we ask that as part of this attendance policy, parents/carers should adhere to the following;

- Inform nursery either via phone or email as soon as you are aware that your child may not be attending their nursery session
- Keep contact numbers up to date and notify any changes of address or contact details to enable us to maintain good communication
- In the event of a prolonged absence, please keep the nursery informed of when the child will be absent until or an expected return date

Upperthorpe Nursery will

- Ensure that records of children's attendance, absence or lateness are accurately kept and regularly monitored to ensure we can identify any patterns or problems
- Follow up any absences daily where the child is absent and we have not received any prior notification – should we be unable to reach either parent/carer via phone we will email to establish why the child is absent. If the phone call and email go unanswered, we will try to make contact with the emergency contacts listed on the child's registration form
- Be aware of children who are part of a child protection plan as any absences will immediately be reported to the Local Authority children's social care team to ensure the child remains safe and well
- Support children and their families to maintain good attendance through implementing support strategies or parent meetings to maintain open communication regarding a child's attendance
- Ensure that all staff are alert to signs that children who are missing nursery sessions may be at risk of abuse or neglect and appropriate action is taken in the event of prolonged non-attendance.