

Absence from Nursery

Policy Statement

Little Learners Nursery and Pre-school is fully committed to safeguarding and promoting the welfare and wellbeing of children and expects all staff, parents, and carers to share this commitment.

Whilst attendance at nursery is not a statutory requirement, the nursery has a duty to monitor attendance and follow up on absences as part of its safeguarding responsibilities. This policy outlines the expectations for reporting absences and the actions the nursery will take when a child is absent without notification or for a prolonged period of time.

All children's absences are recorded in our management system, whether due to illness, holidays, medical appointments, or other reasons. Attendance records are monitored to identify patterns, trends, and prolonged absences which may indicate a safeguarding concern.

Parents' and Carers' Responsibilities

It is the responsibility of parents and carers to:

- Ensure that Little Learners Nursery and Pre-school has up-to-date emergency contact details for their child, including at least two emergency contacts in addition to parent/carers details.
- Notify the nursery in advance of any planned absence, including holidays, family events, or medical appointments.
- Complete a holiday request form prior to any planned holiday absence.
- Inform the nursery as soon as possible, and preferably before the start of the session, if their child will be absent due to illness or any unexpected reason.
- Maintain regular communication with the nursery regarding any extended absences.

Procedures for Unreported Absence

Where a child is absent and no notification has been received:

Day One of Absence

- The child's Key Person, Deputy Manager, or Nursery Manager will attempt to contact parents/carers by telephone, email, text message, or other agreed communication methods by 10:00am.
- If no response is received, emergency contacts will be contacted by 12:00pm.

Welfare Checks (Home Visits)

If the nursery is unable to establish the child's whereabouts or there are concerns regarding the child's welfare:

- A home visit may be undertaken on the same day where appropriate and in line with safeguarding procedures.
- Where a home visit is deemed necessary by the Nursery Manager, it will be undertaken by two members of staff, one of whom must be a member of the management team. If this is not possible, advice will be sought from the Designated Safeguarding Lead before proceeding.
- All attempts to make contact will be fully recorded, including:
 - Date and time of contact attempts.
 - Methods used.
 - Persons spoken to.



- Information received.
- Name of the staff member making contact.

Safeguarding Concerns

Staff will use professional judgement when determining appropriate action in response to absences.

Consideration will be given to:

- The child's age and level of vulnerability.
- Any previous safeguarding concerns.
- Patterns or trends in attendance.
- The length of absence.
- The family's circumstances.

Where concerns remain regarding a child's safety or welfare, the nursery's safeguarding procedures will be followed and a referral may be made to the Multi-Agency Safeguarding Hub (MASH), Children's Social Care, or a Police Welfare Check may be requested.

Monitoring Attendance

The nursery recognises that repeated, unexplained, or prolonged absences can be indicators of wider welfare concerns.

Management will:

- Monitor attendance records regularly.
- Identify patterns, trends, and frequent absences.
- Discuss concerns with parents/carers at the earliest opportunity.
- Seek support from external agencies where necessary.
- Maintain records of attendance concerns and actions taken.

Any concerns identified through attendance monitoring will be considered alongside the child's individual circumstances and safeguarding needs.

Prolonged Absence

Where a child is absent for a prolonged period, staff will:

- Maintain reasonable attempts to contact parents/carers.
- Contact emergency contacts where appropriate.
- Assess any safeguarding concerns using professional judgement.
- Consider the child's individual vulnerabilities and family circumstances.
- Escalate concerns in accordance with safeguarding procedures if required.

Funding and Attendance Records

Nursery fees remain payable during periods of absence unless alternative arrangements have been agreed.

The nursery is required to maintain accurate attendance records in accordance with EYFS requirements and local authority funding agreements. We may be required to notify the relevant local authority of significant or extended absences which may affect eligibility for funded childcare hours.



Record Keeping

The nursery will maintain accurate records of:

- Children's attendance.
- Reported absences.
- Contact attempts with parents/carers.
- Contact with emergency contacts.
- Welfare checks/Home Visits undertaken.
- Referrals made to external agencies.
- Actions and decisions taken in response to attendance concerns.

These records will be stored securely in accordance with data protection legislation and the nursery's Confidentiality and Data Protection Policies

This policy complies with the requirements of the Early Years Foundation Stage (EYFS) Statutory Framework effective from 1 September 2026.

Date policy last reviewed/updated	4 th August 2026	Reviewed by	Terri Noone – Interim Regional Nursery Manager Charlie Walton – Nursery Manager Jodie Richards – Nursery Manager
Date of next review/update	August 2027		