

# St. Elizabeth's Nursery

## Absence and Attendance Policy



Policy updated in March 2026

Policy due for review in September 2026

### 1. Statement of Intent

At St Elizabeth's Nursery, we believe continuity and consistency are vital for a child's well-being and progress. Regular attendance is essential for children to take full advantage of the learning and development opportunities available. We strive to create a culture where good attendance is valued and normalized, ensuring every child is socially and educationally included.

### 2. Rationale

Through regular attendance, children build secure attachments and routines that support healthy development. Studies show that children who regularly attend Early Years settings have better academic attainment and social-emotional well-being. Conversely, poor attendance can cause higher stress levels and hinder a child's ability to access the Early Years Foundation Stage (EYFS) curriculum.

### 3. Statutory Procedures (The "First Day Response")

To ensure children's safety, we operate a strict **First Day Response** protocol for any child who does not arrive as expected.

Time	Action Taken by Nursery
<b>Before 9:00 AM</b>	<b>Parent Responsibility:</b> Parents must notify the nursery of any absence/illness via telephone or email
<b>9:30 AM</b>	If no notification is received, the Nursery Manager will call the <b>Primary Contact</b> .
<b>10:30 AM</b>	If the primary contact is unreachable, we will call the <b>Secondary and Tertiary Emergency Contacts</b> .
<b>11:30 AM</b>	If no contact is established with any registered adult, the Nursery <b>Designated Safeguarding Lead (DSL)</b> will be informed to assess the risk (e.g., home visit or contacting Children's Services).

#### 4. Safeguarding & Welfare

We have a statutory duty to protect children from harm. Poor or unexplained attendance is a safeguarding indicator.

- **Emergency Contacts:** Parents must provide at least **two** (ideally three) emergency contact numbers and update us immediately of any changes.
- **Persistent Absence:** If attendance falls below 90%, the Key Person and DSL will meet with parents to identify barriers and offer support (e.g., Early Help referrals).
- **Children Missing Education (CME):** In accordance with Local Authority requirements, if a child is absent for **10 consecutive days** without contact, we are legally required to notify the Local Authority.
- **Travel/Holidays:** Extended leave must be requested in writing. We monitor extended absences for potential safeguarding risks.

#### 5. Supporting Families

We recognize that families may occasionally need extra support. We are committed to collaborating with you to improve punctuality and attendance through:

- Supporting healthy bedtime and morning routines.
- Referrals to external support agencies or 'Early Help' if required.
- Adjusting settling-in patterns for children struggling with separation anxiety.

#### 6. Transitions & Leavers

If you decide to move your child to another setting or school, you must inform us of the **name and address of the new provider**. We will not remove a child from our register until we have confirmed their arrival at the next setting.

#### 7. Fees & Funding

Please note that persistent, unexplained absence may result in the loss of your Government Funded Place, as Local Authorities only provide funding for children who are attending regularly. Fees remain payable for absences due to illness or holiday.

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#### Policy Agreement

*I have read and understood the Absence Policy. I agree to notify the nursery by 9:00 AM if my child is absent and provide updated emergency contact details.*

**Name of Child:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_