

Attendance Policy

Purpose

At Aflah Nursery, we recognise that regular attendance plays an important role in supporting children's learning, development, wellbeing and sense of belonging. Establishing consistent routines helps children to build secure relationships, participate fully in the curriculum and develop the confidence and skills needed for a successful transition to school.

This policy sets out how Aflah Nursery promotes and monitors attendance, works in partnership with families and responds to absences in a manner that supports both children's welfare and safeguarding.

Promoting Good Attendance

We are committed to encouraging good attendance and punctuality for all children. Regular attendance enables children to benefit from a consistent learning experience, develop friendships and make sustained progress across all areas of learning.

Parents and carers are encouraged to establish regular attendance from the beginning of their child's nursery journey. We recognise that attendance at nursery is not statutory; however, we strongly promote consistent attendance as it contributes significantly to children's learning, emotional wellbeing and overall development.

The nursery will share its attendance expectations with families during the admissions process and will continue to work in partnership with parents and carers to encourage regular attendance throughout a child's time at the setting.

Responsibilities of Parents and Carers

Parents and carers are responsible for ensuring that their child attends nursery regularly and arrives in good time for their booked sessions. They should notify the nursery as soon as possible if their child is unable to attend and, where possible, advise the nursery in advance of any planned absence.

Families are also responsible for ensuring that emergency contact details remain accurate and up to date so that the nursery can make contact promptly if required.

Recording Attendance

Attendance registers are completed at the beginning of every session and maintained in accordance with statutory requirements. The nursery keeps accurate records of attendance, absences, late arrivals, early collections and planned leave.

Attendance information is monitored regularly by the Nursery Manager to identify any emerging patterns or concerns and to ensure children receive appropriate support where necessary.

Emergency Contact Information

Parents and carers are responsible for ensuring that the nursery holds accurate and up-to-date contact information for their child.

In accordance with the EYFS, the nursery will obtain emergency contact details for every child. Parents and carers are encouraged to provide **more than two emergency contact numbers where possible**, to help ensure that a responsible adult can be contacted promptly if the child's parent or carer cannot be reached.

Parents and carers must notify the nursery promptly of any changes to telephone numbers, addresses, emergency contacts or other relevant family circumstances.

Absence Procedures

Parents and carers should notify the nursery as soon as possible if their child is unable to attend and provide the reason for the absence. Wherever possible, the nursery should also be informed in advance of planned absences.

Where a child is absent without explanation, staff will follow up the absence in a timely manner. Reasonable attempts will be made to contact the child's parents or carers and, where necessary, the emergency contacts held on the child's record to establish the reason for the absence and confirm the child's welfare.

Where contact cannot be established, or where the explanation provided raises concern, the Nursery Manager and/or Designated Safeguarding Lead will consider the individual circumstances of the child. This will include consideration of the child's vulnerability, any known vulnerabilities of their parents or carers, the child's home circumstances, previous attendance and any existing safeguarding concerns.

Where concerns remain regarding a child's welfare, the nursery will follow its Safeguarding and Child Protection procedures without delay. Depending on the circumstances, this may include seeking advice from or making a referral to Children's Social Care and/or requesting a police welfare check.

The nursery will keep an appropriate record of attempts made to contact the family and any safeguarding action taken.

Monitoring Attendance

The Nursery Manager will regularly monitor children's attendance and punctuality to identify unexplained absences, repeated lateness and any patterns or trends that may indicate a welfare or safeguarding concern.

When considering a pattern of absence, the nursery will take into account the individual circumstances of the child and family, including the child's vulnerability, any known vulnerabilities of their parents or carers, home circumstances, and any previous or current safeguarding concerns.

Where attendance concerns arise, the nursery will initially work in partnership with parents and carers to understand the reasons for absence and identify any appropriate support.

Aflah Nursery recognises that attendance at nursery is generally not compulsory in the same way as statutory school attendance. However, regular attendance supports children's learning, development, wellbeing and sense of belonging. **Any unexplained or concerning pattern of absence will be considered from a safeguarding perspective regardless of whether the child's attendance is statutory.**

Funded Childcare Places

Government-funded childcare places are provided through public funding and should be used appropriately. Where a child consistently attends significantly fewer sessions than those booked, the Nursery Manager may discuss attendance with parents or carers to understand the reasons and consider what support may be required.

Any decision regarding a funded place will be made fairly, sensitively and in partnership with the family. Withdrawal of a funded place would only be considered as a last resort after all reasonable efforts have been made to support regular attendance.

Monitoring and Review

The Nursery Manager is responsible for ensuring this policy is implemented consistently and reviewed regularly to reflect current legislation, statutory guidance and the needs of the nursery.

This policy should be read alongside the Admissions Policy, Safeguarding and Child Protection Policy, Illness and Exclusion Policy and Collection of Children Policy.

Date Approved: August 2026

Review Date: August 2027

Aflah Nursery