Attendance Policy

At Millfield, we believe good attendance plays a fundamental role in supporting children's educational achievement, well-being and in keeping children safer. Establishing regular routines for young children supports the settling-in process and enhances their sense of security and belonging. When a child has a part-time place, regular attendance is especially important.

This policy outlines the procedures to promote and monitor attendance and those that will be followed if a child is absent from the setting. We wish to create a culture where good attendance and punctuality is valued by all and so will work with parents to work together to remove barriers to attendance. We recognise that sometimes families may need extra support with attendance, therefore effective communication is essential between parents and the key person, who may be able to offer advice and support or referrals to other agencies who may be able to help, such as the health visiting team, portage or early help.

To promote good attendance, we will:

- Share our attendance expectations with parents prior to admission, including conveying clearly to parents that regular attendance and punctuality is expected, is in the child's best interest, and that unexplained absence will be investigated
- Keep records of attendance to enable monitoring and evaluation so that emerging patterns are addressed
- Foster a positive attitude to good attendance by quickly responding to children's absence while also recognising and celebrating, 'good' and 'improving' attendance
- Target attendance where there has been an issue and aim to set in place strategies and techniques to support improvement.

Whilst attendance at nursery is not statutory, authorised absences are granted in the following circumstances, where parents inform the nursey on the first day of absence or prior to the first day of absence:

- Illness of the child
- Illness of siblings or parents
- Bereavement
- Health services appointments
- Holidays, including extended visits to family overseas
- Religious observance
- Emergency or exceptional circumstances

Monitoring attendance:

Records of children's attendance are accurately kept and regularly monitored to ensure that we can identify any potential problems and look for patterns. The children at Millfield have high and regular levels of attendance however the manager and staff are alert to signs that children who are missing might be at risk of abuse or neglect, and appropriate action would be taken should children stop attending. While we are aware that attendance is not statutory, we recognise that non-attendance could be an indicator of other concerns. All staff are particularly aware of the need to monitor groups such as those who are considered to be vulnerable children.

Procedures to record, monitor and follow up non-attendance:

Children are initially signed in by tick sheet and this is completed as they arrive by staff. The formal register will be completed by 10.00am and staff will record attendance or non-attendance.

Non-attendance:

- If a child is absent and we are informed of their reason for absence this will be recorded in the diary
- If a child is absent without an explanation a telephone call (to priority and secondary numbers, e.g. home and work) will be made to the main carers to establish the reason for the absence
- If no contact is made, then we will follow this process:

  An email will be sent to the parents by the manager
  Contact will be made with the first emergency contact number
  Contact the second emergency contact number.

- If there continues to be no contact and there is cause for concern, the health visiting service and/or the Children and Family service will be contacted to ascertain if family support may be needed
- In more urgent cases, the police may be contacted to carry out a welfare check.

Leaving the nursery

If parents decide to withdraw their child from the nursery, please see our conditions of registration for the required notice periods. This will ensure that we remove your child from our systems and therefore will not expect them to attend.

If your child is transitioning to another early year's provider or school, please provide us with the details of the new setting so that we can complete a transfer form which will be sent to the new provider.

Policy Reviewed
August 2026