Little Learners
NURSERY GROUP

Attendance Policy

Created: September 2026

To be reviewed: September 2027

We, at The Little Learners Nursery Group, believe that consistent and punctual attendance is essential to every child's learning, development, and overall wellbeing. Regular attendance enables children to build secure relationships, feel part of the nursery community, and fully benefit from the experiences and opportunities provided in the early years. It also plays a vital role in safeguarding and supports children's emotional security, routines, and readiness for school. We are committed to working in partnership with families to promote good attendance and to respond promptly and supportively when attendance concerns arise.

- Parents/carers must inform the nursery by 9:00am if their child will be absent for any reason (illness, holiday, personal reasons, etc.).

- Parents/carers must notify the nursery in advance of any planned absences such as holidays or medical appointments.

- Parents/carers must inform the nursery if they are running late and provide an estimated arrival time.

- Staff will ensure children are signed in and out.

- The nursery uses the Famly app to record all attendance and registration. This system provides a secure and real-time overview of children's attendance and absence patterns.

- If a child is absent and the nursery has not been informed, staff will contact the parent/carer by 9:30am to check the reason for absence and ensure the child's wellbeing.

- Key persons or room leaders must inform the Manager by 10:00 am of all children who are absent that day, along with the reason for their absence, as provided by their parents/carers when contacted. If they are unable to contact the parents/carers after multiple attempts, they must inform the Manager immediately.

- The Manager will then attempt to contact the family and the child's emergency contacts to establish the reason for the child's absence and

confirm their welfare. If no response is received and concerns remain regarding the child's safety or wellbeing, the Manager will follow the setting's safeguarding policy and report the concern to the relevant external agencies, where appropriate.

- All absences, including the reason provided, will be logged in Famly and reviewed regularly by management to identify any patterns or persistent non-attendance.

- Persistent absence, frequent lateness, or any emerging pattern of non-attendance will be followed up with parents/carers to understand the situation and offer support where needed.

- Repeated unexplained absences or any safeguarding concerns will be managed in line with the nursery's Safeguarding Policy, and may involve appropriate external agencies if required.

- Attendance records are a key safeguarding tool and will be kept accurate and up to date.

- All contact information provided by parents must be kept current to ensure timely and effective communication. Parents must inform the nursery immediately of any changes to their contact details, including phone numbers, email addresses, and emergency contacts.

- Parents/carers are required to provide two emergency contact details to support safeguarding and emergency procedures.