CHILD ATTENDANCE POLICY

At Little Elms Preschool, we are committed to ensuring the safety, wellbeing, and consistent development of every child. Regular attendance is vital for children to fully benefit from the experiences we offer. This policy outlines the expectations and procedures surrounding child absence from the setting.

REPORTING AN ABSENCE

If your child is unable to attend nursery on their scheduled day, you must notify us **by 9:30am on the first day of absence** and continue to inform us **daily** for the duration of the absence. You can report absences via:

- Telephone (01359 240491)
- Tapestry
- Email (info@littleelms.co.uk)

UNEXPLAINED ABSENCES

Children's attendance is monitored closely. If we do not receive an explanation for your child's absence by 10:00am, we will attempt to contact you. If we are unable to reach you within **48 hours** and still have no explanation, we may be required to notify Children's Services, in accordance with the Children Act 2004.

The sole purpose of this policy is to protect the safety and welfare of the child and their family.

POLICY AIMS AND PRINCIBLES

This policy aligns with the vision and aims of Little Elms by:

- Encouraging parents, carers, and staff to prioritise attendance to maximise children's learning and development.
- Outlining clear procedures for parental involvement and attendance communication.

KEY PRINCIBLES

- Regular and punctual attendance is crucial for children's learning and wellbeing.
- Parents should try to get their child here on time every day the setting is open, unless absence is unavoidable.
- Unjustified or unexplained absences will be marked as **unauthorised**.
- Parents should not conceal absences or make excuses. Open communication is essential.
- All absences must be classified by the setting, not the parent/carer.

As an Ofsted-registered early years provider, our attendance records are scrutinised and contribute to our overall setting evaluation. Your support in maintaining strong attendance is vital.

PARENTAL RESPONSIBILITIES

- Notify the nursery of your child's absence by 9:30am on the first day and each day following.
- Use telephone, email, or the Tapestry app to report absence.
- Work in partnership with the Preschool to address any barriers to regular attendance.
- Attend meetings arranged to discuss ongoing or frequent absences.

Emergency Contact Details

- We maintain a minimum of **two up-to-date emergency contacts per child** to ensure effective communication in cases of unexplained absence or emergency.
- Parents are asked to **review and update** their emergency contact details at least **termly**, or immediately if changes occur.

STAFF RESPONSIBILITIES

- Complete registers at the beginning of each morning and afternoon session.
- Follow up on unexplained absences by contacting the parent by 10:00am.
- Mark absences as **unauthorised** if no explanation is provided.
- Report persistent or concerning absences to the Manager.
- The Manager will take appropriate action and may contact Children's Services if necessary.

TYPES OF ABSENCES

- **Authorised Absences** may include illness, religious observance, or holidays.
- **Unauthorised Absences** include no explanation or unjustified reasons.

Attendance records are regularly monitored. If your child's absence rate reaches **15% or more**, a meeting with the Preschool Managers will be arranged to discuss the situation.

ARRIVIAL TIMES AND COLLECTIONS

To help prepare children for school and support their routine:

- Morning registration is at **8:45am**
- Afternoon registration is at **12:15pm**

Reviewed By Samantha Willers – February 2026