

Abacus Nursery - Attendance Policy

Our policy is in line with the guidance and procedures of the Somerset County Council SCC

EYFS: 3.7

At Abacus Nursery we ensure that every child's attendance is closely monitored as part of our requirements under the statutory framework and guidance document. We are required to monitor children's attendance patterns to ensure they are consistent and no cause for concern.

Parents are asked to inform the nursery prior to their children taking holidays or days off, and all sickness should be called/emailed into the nursery on the day so the nursery management are able to account for a child's absence. Any absences are also recorded in our Wellbeing folder.

If a child has not arrived at nursery by 10am in the morning or by 2pm in the afternoon parents will be contacted to ensure the child is safe and healthy. If the parents are not contactable then the further emergency contacts will be used to ensure all parties are safe.

If a child is absent for a prolonged period of time, or if a child is absent without notification from the parent or carer, we will consider if there are patterns in the child's absences, about their personal circumstances and use our professional judgement when deciding if their absence is considered as prolonged. Consideration is given to the child's vulnerability, parent's vulnerability and their home life. If we have any concerns, then they would be referred to the SC children's social care team and/or the police

Where a child is part of a child protection plan, or during a referral process, any absences will immediately be reported to SC children's social care team and/or the police to ensure the child remains safeguarded.

This should not stop parents taking precious time with their children, but enables children's attendance to be logged so we know the child is safe.

This policy was adopted on	Signed on behalf of the nursery	Date for review
17.10.2024	S.POOLE	October 2025