Attendance Policy

At Little Bicks, we believe that regular attendance is essential for the development, well-being and safety of all children.

By prioritising attendance and safeguarding, we ensure that each child's safety, well-being and development are protected. Regular communication between the nursery and families is essential in promoting a safe and supportive environment for all children.

Importance of Regular Attendance
Children's attendance at nursery should be regular to fully engage in their learning, social interactions and development. Consistent attendance helps children feel secure, supported and part of a stable environment. This also ensures we can identify any emerging issues promptly, including safeguarding concerns.

Safeguarding and Attendance
The nursery recognises that **irregular attendance** or **frequent absences** can be an indicator of safeguarding concerns. The safeguarding of children is our highest priority and we are committed to working in partnership with families to ensure the well-being of every child.

Procedure for Reporting Absences

- Parents or carers must inform the nursery by phone or email if a child will be absent. Notification should be made by 10am to allow the staff to update attendance records promptly.
- The reason for absence should be provided, including whether it is due to illness, medical appointments or other circumstances.
- If the reason for absence is unclear, nursery staff will follow up directly with the family to ensure the child's welfare is being met.

Absence Follow-up

- **First Day Absence:** If a child does not attend and the nursery has not received prior notice, staff will make contact with the parent or carer by to establish the reason for the absence and confirm the child's safety.
- **Ongoing Absences:** If a child is absent for [3 days] or more without adequate communication or a clear reason, the nursery will follow safeguarding procedures which may include contacting other agencies (e.g., social services) to ensure the child's safety and well-being.

Patterns of Absence and Safeguarding Concerns
Regular or unexplained absences may indicate underlying issues, including those related to safeguarding. Staff will monitor and document any unusual patterns of absence and if a child's attendance becomes a cause for concern, the following actions will be taken:

- **Initial Review:** The key person and Designated Safeguarding Lead (DSL) will meet to discuss concerns about attendance.

- **Referral to Agencies:** If necessary, the DSL will contact relevant agencies including local authorities or social services, to discuss the situation and ensure appropriate safeguarding measures are in place.

Lateness

Regular lateness is also a concern. Children arriving late can experience distress and may miss important elements of the day. We ask that children are dropped off by the designated time, ensuring they are settled and ready for their activities.

- If a child is consistently arriving late, the nursery will contact the parent or carer to discuss potential issues and offer support.

Attendance Records

- All attendance will be accurately recorded and monitored by the nursery staff team. Daily registers will be reviewed by the management team to identify any patterns of absence.
- Attendance data will be reviewed regularly by the Designated Safeguarding Lead (DSL) as part of safeguarding and welfare assessments.

Partnership with Parents

We recognise that there may be legitimate reasons for irregular attendance and will work with families to overcome barriers to regular attendance, such as transportation issues or health concerns. Open communication between staff and families is key to ensuring children's consistent attendance.

Staff Responsibilities

- The Designated Safeguarding Lead (DSL) will ensure that staff are trained to recognize the safeguarding risks associated with poor attendance and will ensure that safeguarding policies are followed.
- All staff members will be responsible for maintaining accurate attendance records and reporting concerns to the DSL as necessary.

Date policy was reviewed	May 2025
This policy is due for review before	May 2026