Child Absence Policy

Little Bicks recognise that regular attendance is important for children's learning, development and wellbeing. This policy sets out how we record, monitor and respond to child absences, while working in partnership with parents and carers. The policy is in line with the Early Years Foundation Stage (EYFS) requirements and safeguarding guidance.
This policy applies to all children attending the nursery and to all parents, carers and staff. We value open and honest communication with parents and carers and encourage them to discuss any concerns relating to attendance with the nursery management team.

What we aim to do

- To promote regular attendance and continuity of care
- To ensure children's safety and welfare
- To meet statutory safeguarding and record-keeping requirements
- To maintain clear communication with parents and carers

How we will achieve this

Expected attendance

Children are expected to attend on their booked days and sessions. We understand that absences may occur due to illness, family circumstances, booked holidays or other unavoidable reasons.

Notifying the nursery of an absence

Parents/carers must inform the nursery **as soon as possible**, and no later than the start of the child's normal session, if their child will be absent.
Notification should include:

- The reason for the absence
- The expected length of absence (if known)

Notification can be made by telephone or email

Unexplained absence
If a child does not attend and the nursery has not been informed:

- Staff will attempt to contact the parent/carer on the same day
- If contact cannot be made, alternative emergency contacts will be tried
- The absence will be recorded as unexplained

Where a child is absent without explanation for two consecutive days, or where there are safeguarding concerns, the Designated Safeguarding Lead (DSL) will review the situation and decide on appropriate action, which may include contacting external agencies in line with safeguarding procedures.

Illness-related absence

Children who are unwell should not attend nursery to prevent the spread of infection and to support their recovery.

Parents should follow the nursery's Sickness and Illness Policy, including required exclusion periods (e.g. vomiting, diarrhoea, contagious illnesses).

Where a child has a prolonged or recurring illness, parents are encouraged to discuss this with the nursery so appropriate support can be considered.

Medical appointments

Parents should inform the nursery of a child's absence for a medical appointment, what it is for and the resulting outcome of the appointment. Details that are required for the child's continued care and well-being should be shared with the nursery.

Holidays and planned absence

Parents should notify the nursery in advance of any planned absences, including holidays.

Please note:

- Fees remain payable during periods of absence including holidays
- Early years funding is claimed based on attendance patterns and may be affected by prolonged or frequent absence
- Planned holidays of longer than two weeks must be discussed with the nursery

Extended or repeated absence

Where a child has:

- Extended periods of absence, or
- Frequent irregular attendance

The nursery may arrange a discussion with parents/carers to:

- Understand any underlying issues
- Offer appropriate support
- Ensure the child's welfare and continuity of learning

Safeguarding

Regular attendance is a safeguarding matter. Patterns of absence may indicate that a child is at risk.

The nursery will:

- Monitor attendance records regularly
- Follow safeguarding procedures where attendance causes concern
- Work with external professionals where required

Record keeping

The nursery will:

- Maintain accurate daily attendance registers
- Record reasons for absence where provided
- Store records securely in line with data protection requirements

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