

Blossom Day Nursery LTD Attendance Policy and Procedure

At Blossom Day Nursery we promote the importance of children attending their booked sessions to give them every opportunity to make consistent progress in their learning and development. This also supports the children to make positive relationships with their key person, other familiar adults and their peers to support them to grow in confidence and resilience.

If Parents/Carers are not sending their child for a prolonged period of time for their session, the key person and Nursery Manager will offer support to discuss any concerns they may be having about their child settling into nursery. If the nursery has further concerns after supporting Parents/Carers, the Designated Safeguarding Lead will follow the safeguarding policy and report concerns to Childrens Services.

Monitoring children's attendance

As part of our requirements under the statutory framework we are required to monitor children's attendance patterns and follow up on absences in a timely manner to ensure they are consistent and not a cause for concern. We ask parents to inform the nursery prior to their children taking holidays or days off, and all incidents of sickness absence should be reported to the nursery the same day, so the nursery management are able to account for a child's absence. 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 have a duty to ensure attempts are made to contact the child's parents and/or carers and alternative emergency contacts. We must consider patterns and trends in a child's absences and their personal circumstances and use our professional judgement when deciding if the child's absence should be considered as prolonged. Consideration will be given to the child's vulnerability, parent's and/or carer's vulnerability and their home life. Any concerns will be referred to local children's social care services and/or a police welfare check requested.

If a child has not arrived at nursery within one hour of their normal start time, the parents will be contacted to ensure the child is safe and healthy. If the parents are not contactable then the emergency contacts numbers listed will be used to ensure all parties are safe. Staff will work their way down the emergency contact list until contact is established, and we are made aware that all is well with the child and family.

If contact cannot be established, then we would assess if a home visit were required to establish all parties are safe. If contact is still not established, we would assess if it would be appropriate to contact relevant authorities, including the police, for them to investigate further.

Contact numbers to report child absences:

Baby Room: 07512 793776

Pre-school: 07936 588609

Where a child is part of a child protection plan, or during a referral process, any absences will immediately be reported to the Local Authority children's social care team to ensure the child remains safe and well.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>14/08/2025</i>	<i>T Mason</i>	<i>14/08/2026</i>