

Monitoring Children's Attendance/Lateness

As part of our requirements under the statutory framework and guidance documents we are required to monitor children's attendance patterns to ensure they are consistent and no cause for concern.

We encourage parents to spend as much time as possible with their children and recognise the benefits of impromptu days together, time with grandparents and duvet days etc. We ask that you phone and let the nursery know when your child is not attending. This enables children's attendance to be logged and us to know your child is well and safe. Please bear with us as we will have to call you, or other contacts held for your child, if they are not at nursery on expected days, in line with our statutory requirements.

Parents should please inform the nursery prior to their children taking holidays or days off, and all sickness should be called into the nursery on the day as early as possible, or logged via the Family App, so the nursery management are able to account for a child's absence.

If a child has not arrived at nursery within two hours of their normal start time the parents will be messaged on Family 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.

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.