

BROUGHTON MANOR NURSERY ATTENDANCE POLICY & GUIDANCE

Policy reviewed by: Viv Thompson – Director of Education and Safeguarding

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Reviewer’s Signature: 

POLICY AMENDMENT

Date	Key Amendments	Version Number	Reviewed by
01/09/2025	Policy Implemented	v8.0	VT
01/09/2025	Policy reviewed	v9.0	VT

Nursery Attendance

The Statutory Framework for the Early Year Foundation Stage (EYFS September 2026) expects Early Years practitioners to promote good attendance within their settings. Settings are required to keep full registration details for every child, as specified in the EYFS (a daily record of the names of the children being cared for on the premises, their hours of attendance and the names of each child's key person)

The reasons for children to attend regularly at their Early Years setting are to support their learning and development, to make sure that children are kept safe, their wellbeing is promoted and they do not miss out on their entitlements and opportunities.

Good attendance promotes good outcomes for children. In a small minority of cases, good attendance practice may also lead to the earlier identification of more serious concerns for a child or family and may have a vital part to play in keeping a child or other family members safe from harm.

Our nursery has procedures in promoting, supporting, recording and monitoring the attendance of children in the EYFS; this includes keeping accurate records of the daily times of arrival and departure for each child. It is in the best interests of children and families that all settings are aware of effective practice.

Objectives

To promote good attendance this is vital to children's educational achievement, well-being and keeping them safe.

To convey clearly to parents that:

- Regular attendance is essential.
- The importance of updating the nursery staff in relation to absence
- Regular or frequent lateness at the start and end of each session is unacceptable and can be unsettling for the child.
- Unjustifiable absence will be followed up

To keep records of attendance which:

- Clearly distinguish between absence with and without notification.
- Provide accurate information on actual attendance to enable monitoring and evaluation of attendance rates.
- Show lateness so that patterns may be addressed.

To build on existing good practice that fosters a positive attitude to good attendance by:

- Responding rapidly to children's absence.
- Recognising and celebrate families who maintain good attendance.
- Sharing attendance figures with parents and carers in relation to their own child
- To target attendance and lateness where it has been an issue and to set in place strategies to support improvement.

Why is good attendance important?

There are positive benefits to be gained from regular attendance; this includes not only coming to every booked session but also being there on time. So it is important that all staff understand why good attendance by children and good attendance practice among staff both need to be maintained. Benefits include the following:

Good habits These build in young children the idea that getting up & going to nursery is simply what you do. Children who attend every booked session develop a feel for the rhythm of the week and gain a sense of security from some regular elements, even when the actual pattern or focus of their learning or activity may vary widely from week to week.

Secure relationships Young children find it easier to build and sustain a range of social relationships when they regularly attend their childcare setting. For some families, particularly at times of stress, the child's regular attendance at a setting allows parents to get other things done and helps them enjoy spending time with the child when he or she is at home.

Self-esteem Children who rarely miss sessions at their setting and come on time are more likely to feel good about themselves. This is because they know what goes on and what to expect, feel more confident with the adults and the other children and have more opportunities to be valued and praised for their own special contribution.

Children who regularly miss sessions or are generally late, can frequently experience a sense of having to try a little bit harder just to understand what is going on and what other children are talking about or doing.

Regular attendance, on time, helps many young children to separate from their parents or carers at the start of the day and settle more readily into daily life in their pre-school setting.

Some children may need some flexibility when they first start attending to settle in but there should be a clear, time-bound plan in place to ensure the attendance patterns are normalised as soon as possible.

Learning and Development. Staff carefully plan every session for each child in their care and want to take every opportunity to help them thrive; experiences gained in one session are often developed further in following sessions.

Children learn in many ways through play with others and through being in the company of staff who actively support their learning and development. Underachievement is often linked to lower attendance.

Safeguarding Good attendance is important for every child, but especially those for whom specific factors make them more vulnerable to disengagement or underachievement. Most children are well supported by their families and continue to thrive, whatever their background or circumstances. However, there are some factors in children's lives which make it more likely that they will experience some difficulty.

If any child's attendance starts to cause concern in your setting, it is important for the Key Person to discuss this with the staff who work with any of the child's siblings; this could be talking to a school if there are older siblings. This helps establish whether there are issues only for an individual child or if the family may be going through a difficult time.

The nursery (through induction and regular reminders) all staff must know what to do, and who to tell, if:

- A child is absent/late.
- A child has a changeable or deteriorating pattern of absence or lateness.
- A child goes missing.

Factors affecting attendance

The main factors affecting attendance of children at the Pre-school are:

- Illness of the child.
- Illness of siblings or parents.
- Health Services Appointments.
- Religious observance.
- Holidays.

Staff understand their safeguarding responsibilities to keep children and families protected from radicalisation and/or extremist behaviour (Prevent Duty) and Female genital Mutilation by being alert to patterns of absence.

Daily Registration

Registration will be completed at the start of each session. Registers of attendance will be kept accurately on Ovivio (formerly Blossom), indicating clearly when a child is present or absent. Late drop off and collection will be recorded.

Systems to monitor attendance and punctuality

Any absence with no prior explanation will prompt a first day contact. Systems to monitor attendance will include:

- A telephone call to establish the reason for non-attendance.
- Further follow-up telephone calls if unexplained absences continue.
- An email when contact cannot be made by telephone call.
- Possibly a home Visit when attendance is inconsistent.

Systems to monitor punctuality will include:

- Discussion with the parent or carer to establish the cause for poor punctuality.
- Letters to parents and carers as appropriate.

Monitoring and evaluation of attendance data

Children's attendance patterns will be regularly scanned and any particular concern discussed with the parent or carer.

Reporting concerns

Concerns around attendance will be reported to the nursery manager and followed up with the parents and if need be the Designated safeguarding lead in the school.

Interpretation

In this policy, the term “senior manager” means the School Head and their designated deputies.

This policy applies to all employees in all Schools (save for Schools with their own procedure which shall prevail) and other work environments within Chatsworth Schools.

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