



Attendance Policy

In the event of a child being absent from nursery without prior notice given and no contact being made on the day of the absence, Parents/ Carers will be contacted in a timely manner to investigate the cause of the absence. This may be via Whatsapp, phone call or via our app.

A timely manner is considered to be one hour after the expected time of arrival e.g. first point of contact made via Whatsapp within an hour. Following no response to Whatsapp message, another attempt at contact will be made over the following few hours via phonecall/ email/ parent app.

Managers discretion should be exercised to make a decision about the best way to contact parents/ carers and if patterns of absence are a cause for concern.

Authorised absences will be marked as "AA" on the in-out sheet and the register.

Unauthorised absences will be recorded as "A" on the in-out sheet and the register.

Absences due to sickness will be recorded as "S" on the in- out sheet and the register

Patterns of absence will be recorded and evaluated. Where deemed safe to do so, absences will be discussed with Parents/ Carers.

We recognise our responsibility to support, monitor and report children who are missing in education.

Guidance can be found at:

[CME in the early years: Best practice guidance for early years providers \(leicestershire.gov.uk\)](https://www.leicestershire.gov.uk/cme-in-the-early-years-best-practice-guidance-for-early-years-providers)

This policy was adopted on	Signed on behalf of the nursery	Date for review
August 2025		August 2027