



## Absent Child policy

Should your child be unable to attend our setting on their nominated day, we would ask that you give an explanation by phone 01243 776728 or email [Strichardsnursery@gmail.com](mailto:Strichardsnursery@gmail.com). Children's attendance will be monitored closely.

If we don't have an explanation of absence, we will endeavour to contact you that day. If we fail to make contact within 48 hours by phone or email, this may result in St Richards Nursey contacting Children's Services. (This is in accordance with the Children's Act 2004.)

Nurseries are being asked by local authorities, to ensure that they follow up on all child absences from the first day of absence. This is because there have been tragic cases of children not turning up at nursery because their parent has fallen ill or had a serious accident, with nobody realising for some time and the child is unable to help.

The aim of this procedure is solely to keep all concerned (child **and** parents safe)

This policy reflects the vision and aims of St Richards Nursery by:

- . Encouraging staff, parents/carers and children to maximise the learning experience to reach their full potential.
- . Providing clear procedures for involving parents/carers relating to the setting attendance.

### Principles

Regular and punctual attendance is of paramount importance in ensuring that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late and research has shown the negative effect of absence.

Children should be at nursery on time everyday the setting is open, unless the reason for absence is unavoidable.

Permitting absence from nursery or a funded place without good reason must be acted on by the setting. Children should arrive at nursery no later than 9.15am for the morning session and no later than 12.45pm for the afternoon session. Notes are recorded on the register as to the reason for late arrival. If a child is reluctant to attend nursery, communication between parent and nursery is encouraged.

It is never better to cover up their absence or to give into pressure to excuse children from attending. This gives the impression that attendance doesn't matter and may make things worse. Every half-day absence must be classified by the setting (not by

the parents/carers). Therefore, information about the cause of each absence is always required by the nursery.

As an Early Years Setting, we actively encourage parents to support us in this policy, as our absence statistics are scrutinised by Ofsted and have an impact on the overall judgement the nursery is given.

Parents/carers are expected to contact the nursery at an early stage and to work with staff in resolving any problems together. If difficulties cannot be resolved in this way, the nursery may refer the child to the Children's Services.

It is the parents'/carers responsibility to contact the nursery either by phone or email whenever the child is absent.

This must be on the first day of absence by 10am and subsequently daily.

### **The Role of Staff**

The staff complete a register at the beginning of each morning and afternoon session. If parents/carers have not explained the reason for absence by 10am, the key person, manager or business administrator will ring the parent. If no explanation is given the Office enters this as unauthorised.

When appropriate, practitioners raise concerns with the Manager who takes appropriate action when absence is a concern and contacts the parents/carers to discuss attendance issues.

### **Procedures**

Absence is either authorised, such as in the case of illness, religious/cultural observance or holidays to unauthorised when there is no reason given for such absence or when it is considered that the explanation is unjustifiable or unreasonable.

Monitoring of these records will take place regularly and letters and /or meetings will be sent/arranged by the setting including referral to the Children Services, where necessary.

If absence is a persistent problem (15%or more) a meeting will be arranged between the parent and nursery Managers.

### **Arrival times and Lateness**

In nursery we are supporting children for school readiness, so it is essential for your child to come on time. Circle time is at 9.20am and at 1pm and it is necessary for the children to be punctual. When children arrive late this can disturb our group time as adults have to answer the door and settle children. It is equally important at the end of sessions for parents/carers to acknowledge the collection time and not to ring the doorbell during our story session.

St Richards Nursery adheres to the Early Years Foundation Stage and acts on advice given by West Sussex County Council in conjunction with Ofsted.

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