Attendance and Absent Reporting Procedure and Policy – Children

1. Introduction/Context

This policy is in place to provide guidance to Home from Home, parents and carers with regard reporting the absence of a child from nursery.

Under the **Early Years Foundation Stage (EYFS) statutory framework**, early years settings have a clear legal and professional responsibility to monitor children's attendance. Although school attendance is not legally mandatory for children under the age of five, monitoring attendance is treated as a **core safeguarding duty** to protect vulnerable children and support their early development.

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3. Eligibility

This policy applies to parents, carers and persons with parental responsibility for children that are attending Home from Home and employees who administer care for children at Home from Home.

4. Policy Statement

At Home from Home Nursery School, we believe good attendance is essential if children are to be settled and take full advantage of the learning and development opportunities available to them at school. At a young age, continuity and consistency are important contributors to a child's well being and progress.

We appreciate that from time-to-time children may be absent from nursery and that this can be for various reasons such as holiday, illness and family commitments. In order to maintain accurate records, we ask that the following procedures be adhered to. This is to ensure that we continue to work and maintain high standards of communication with our families, maximize the learning experience in order that all children reach their full potential and are able to safeguard the children that attend the nursery.

5. Statutory Responsibilities of Providers

The primary responsibilities for EYFS providers regarding attendance monitoring include:

5.1 Maintaining Accurate Registers

- **Daily Recording**: Settings must keep a daily attendance register. This means clearly recording whether a child is present, alongside their exact times of arrival and departure
- **Contact Information:** Providers must maintain accurate records of parents, carers, and anyone authorized to collect the child, including at least **two emergency contacts** per child

5.2 Having an Attendance Policy

- **Clear Procedures:** Providers are required to implement a formal Attendance and Absence Policy.
- **Parent Communication:** This policy must be shared with parents and carers during registration. It should clearly outline parental expectations for reporting absences (e.g., cut-off times) and the exact steps the provider will take if a child does not show up**.**

5.3 Rigorous Tracking and Investigating Absences

- **Day 1 Follow-up:** If a child is absent without prior notification, staff must follow up in a timely manner (often on the first day of absence) to determine the reason.
- **Persistent Explanations:** Staff must be persistent in seeking and logging explanations for every missing session. If the primary parents/carers cannot be reached, alternative emergency contacts must be used

5.4. Identifying Absence Patterns & Safeguarding Risks

- **Pattern Analysis:** Senior leaders and practitioners must look out for "broken weeks" or erratic attendance patterns.
- **Escalation:** If a setting is unsatisfied with the reasons given for an absence, or if a child missing education is deemed at risk, they are required to share information with other professionals and escalate concerns to **Local Authority Children's Social Care** or the police

5.5 Promoting the Benefits of Attendance

- **Support-First Approach:** Rather than enforcing punitive measures, early years settings must work collaboratively with families. Staff should discuss the benefits of regular attendance for early language, social skills, and school readiness, helping families overcome any practical barriers

6. Daily Registers ,Headcounts and Outings Registers

Home from Home monitors attendance as follows:

6.1 Daily Registers – children are signed in and out of the setting on arrival and departure daily. From the 14th September daily registration of children into and out of the setting will be recorded via the Famly Management system. This function will be completed by being entered onto Famly via an ipad which will be actioned by the Senior Manger on the door on that day. Babies and Toddlers will be registered in and out via an Ipad in the main building. Pre school will be registered in and out via an ipad in the Coach House.

6.2 Daily Headcounts – throughout the day we complete ' head counts' to ensure the physical number of children in the setting tallies with the number on the register for that day. We complete a headcount 4 times a day in each age cohort at the following times:
Pre School: 9.30am, 11.30am, 2.30pm, and 4.00pm
Babies & Toddlers: 9am, 11.30am, 1.30pm, 4.00pm
The count is recorded on a 'Headcount sheet'

6.3 Outings Register – to ensure when children who **leave** the premises for an outing are correctly accounted for in numbers they are registered in and out of the building using the 'Outings Register'

7. Children taking Holiday or other Family Circumstances

When your child is absent from the nursery due to planned holiday, we ask for you to notify the nursery in advance at nursery@worthingnurseryschool.co.uk

If this is not possible then we ask for you to notify the nursery at your earliest convenience. This is in order to prevent the child's key person from having to contact you whilst you are away.

Please note: We do not offer a discount to nursery fees for family holidays.

8. Children who are absent due to Illness

When a child is absent due to illness, we ask that you notify the nursery at your earliest convenience via phone or to nursery@worthingnurseryschool.co.uk.

This is so that we can communicate to other families about any possible contagious illnesses. Personal details of children who are unwell are kept confidential.

Some childhood illnesses are reportable to the PHE and Ofsted therefore notification is important to ensure the reporting requirement is met. There may also be other action required as the result of any notifications such as deep cleaning of areas.

When a child is repeatedly absent due to the same illness the Nursery may request a note from your doctor as confirmation. This supports the nursery with safeguarding the children that attend.

Please note: We do not offer a discount to nursery fees for absences due to illness. This includes occasions where the nursery excludes children as per the **Managing Children who are Sick, Contagious or with Allergies policy.**

9. Children who are absent without notifying the Nursery

If a child is absent from the nursery without advance notification, a senior in the room will attempt to make contact with the parent/carer to ascertain a reason for their absence. Once a reason has been obtained it is documented and submitted to the management team so that frequency and reasons for absences can be monitored.

If a child is absent from nursery for 2-3 days with no contact from the parent/carer the Room manager will attempt to make contact with the emergency contacts provided.

If following this no contact is made, and there is cause for concern that the child whereabouts remain unknown, IFD (Integrated front door) services will be contacted to ascertain if family support may be needed. In more urgent cases, the Police may be contacted to carry out safe and well checks.

IFD (Integrated Front Door)

Call: 01403 229900

0330 222 6664 (Emergency Duty Team-out of hours) / 07711769657 (no texts)

If there is an immediate risk of harm to the child, then call 999

10. Absent report procedures – parents

It is the parents'/ carers' responsibility to contact the setting either by telephone or in writing via email to nursery@worthingnurseryschool.co.uk whenever the child is absent.

This must be on the first day of absence by 9.30am and there after on a daily basis.

11. Absent reporting procedures – Employees

The employees within each room complete a register at the beginning of each morning and afternoon session. Parents are expected to inform the nursery of an absence. The register closes at 9.30am and 1.30pm. Messages of absence from parents are passed to the key worker. If parents/carers have not explained the reason for absence by 10am and 1.30pm, the Team leader or key person will ring the parent. If no explanation is given the absence is entered as unauthorised.

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

12. Absence and funding policy - Children in Receipt of Government Funded Education Sessions
Where children are in receipt of the government funded education sessions (9 months +, 2 Year and 3-year funding) and are absent the nursery is required to inform the Local Education Authority when:

- the absence is continued or reoccurring
- the absence is for a period longer than 3 weeks

Where a child is absent for 3 weeks or more the Local Education Authority may review the funding of that placement and may make the decision for funding to be removed.

13. Review

This policy will be reviewed annually and also in line with any changes in statutory guidance.

14. Version Control

Version	Date	Status	Comments	By
1	February 2020	Issued		Julia Pattenden
2	January 2022	Reviewed		Cassie Jones
3	January 2024	Reviewed	Added version control	Sophie Eade
4	May 2025	Reviewed		Sophie Eade
5	December 2025	Added procedure for reporting unexplained absences		Sophie Eade
6	May 2026	Reviewed		Sophie Eade
7	Sept 2026	Added two new sections Renamed Policy	5. Statutory Responsibilities of Providers 6. Registers and Daily Headcounts – due to moving registers to Famly Attendance and Absent Reporting Procedure and	Julia Pattenden

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