



# **Attendance and Absence Policy**

## **1. Policy Statement**

At The Redbrick Day Nursery, we believe that good attendance plays a fundamental role in supporting children's learning, development, wellbeing, and safety. Establishing regular attendance routines supports children to settle, promotes a sense of security and belonging, and enables them to fully access the Early Years Foundation Stage (EYFS) curriculum.

Whilst attendance at nursery is not statutory, we recognise that poor, irregular, or unexplained attendance may be an indicator of wider concerns, including safeguarding risks. We are therefore committed to promoting good attendance and punctuality and to working in partnership with parents/carers to remove barriers where difficulties arise.

Providers are responsible for ensuring they follow the current version of the EYFS framework applicable to their provider type, and this policy reflects those requirements.

## **2. Aims of the Policy**

This policy aims to:

- Promote regular attendance and punctuality
- Set out clear expectations for parents/carers
- Ensure accurate monitoring of attendance and absence
- Meet safeguarding responsibilities
- Ensure full compliance with West Northamptonshire Council (WNC) Early Years Funding rules

## **3. Attendance Expectations**

Parents/carers are expected to:

- Ensure their child attends all agreed sessions
- Adhere to the funded attendance pattern agreed within the Flexible Funding Parental Agreement
- Drop off and collect their child within the agreed session times
- Notify the nursery promptly if their child will be absent

Regular attendance is particularly important for children attending part-time or funded-only places, where missed sessions significantly affect continuity of learning and funding compliance.



#### **4. Promoting Good Attendance**

To promote good attendance, the nursery will:

- Share attendance expectations with parents prior to admission, including that:
  - Regular attendance and punctuality are expected
  - Attendance is in the child's best interests
  - Unexplained absence will be followed up
- Keep accurate attendance records to enable monitoring and evaluation
- Respond promptly to absences
- Work with parents to identify and address attendance concerns
- Offer support and signposting where appropriate (e.g. health visitors, early help services)
- Monitor attendance patterns and implement targeted strategies where attendance is a concern

#### **5. Notification of Absence**

If a child will not attend a booked session, parents/carers must notify the nursery via EY Log before the start of the session.

- All notifications are recorded and retained on the child's EY Log profile
- Failure to notify will be recorded as an unexplained absence

#### **6. Authorised Absence**

Authorised absence may be granted where parents/carers notify the nursery on or before the first day of absence. This includes, but is not limited to:

- Illness of the child
- Illness of parents or siblings
- Bereavement
- Medical or health appointments
- Holidays, including extended family visits overseas
- Religious observance
- Emergency or exceptional circumstances



## **7. Monitoring Attendance**

Attendance registers are:

- Completed via EYLog as the child arrives and departs into the base room
- Accurately maintained and regularly reviewed

Managers and staff are alert to:

- Patterns of non-attendance
- Frequent or prolonged absence
- Children considered vulnerable

Whilst attendance is not statutory, we recognise that non-attendance may indicate safeguarding concerns, and appropriate action will be taken where required.

## **8. Procedures for Unexplained Non-Attendance**

If a child does not attend and no notification has been received:

1. A telephone call will be made to the main carer (priority and secondary numbers)
2. If no contact is made:
  - The second main carer will be contacted
  - Emergency contact numbers will be used
3. If telephone contact is unsuccessful:
  - A home visit may be undertaken
  - A contact card may be posted
4. Where concerns remain:
  - The health visiting service and/or Children and Families services may be contacted
5. In urgent cases, the police may be contacted to carry out a welfare check

All actions will be recorded.

## **9. Late Drop-Off and Early Collection**

Children are expected to attend for the full duration of their booked sessions.

Where a child is:



- Regularly dropped off late, and/or
- Regularly collected early,

this will be considered non-attendance for funding purposes, particularly for children attending funded-only ("Just 15" or "Just 30") sessions.

## **10. Absence and Early Years Funding**

### **10.1 Planned and Unplanned Absence**

Short-term illness or reasonable temporary absence does not normally affect funding eligibility.

However, parents/carers are reminded that:

- Funded hours are spread across 51 weeks
- Failure to attend the agreed number of weeks may mean the nursery cannot claim the full funding entitlement

### **10.2 Persistent or Prolonged Absence**

Where a child:

- Does not attend for a continuous period, or
- Has frequent or repeated absences,

The nursery will:

1. Contact parents/carers to discuss attendance
2. Review the child's funding eligibility
3. Notify West Northamptonshire Council, where required

Funding may be withdrawn or reclaimed by the Local Authority.

## **11. Funded-Only Places and Charging**

Where attendance:



- Does not match the agreed funded pattern
- Is reduced through persistent late drop-off or early collection
- Indicates that a funded place is not being genuinely taken up

The nursery reserves the right to:

- Amend or withdraw the funded-only place
- Offer an alternative Flexible 15 or Flexible 30 place
- Charge parents/carers the full cost of funded hours at the nursery's standard rate

All charges will be applied in line with:

- The Schedule of Fees
- The Flexible Funding Parental Agreement

## **12. Leaving the Nursery**

Where parents/carers choose to withdraw their child:

- Notice periods apply as set out in the Parent Contract and Terms and Conditions

Where a child is transitioning to another provider or school:

- Parents/carers must provide details of the new setting
- Relevant information will be shared to support continuity of care and accurate funding claims

## **13. Review of Policy**

This policy:

- Operates alongside the Admissions Policy, Fees and Charges Policy, and Flexible Funding Agreement
- Is reviewed regularly to reflect EYFS and WNC guidance