



Attendance Policy

EYFS (2025) state:- 'providers must follow up on absences in a timely manner.'

'Providers must consider patterns and trends in a child's absences and their personal circumstances and use their professional judgment when deciding if the child's absence should be considered as prolonged. Consideration must be given to the child's vulnerability, parents and/or carer's vulnerability and their home life.'

At The Life Nursery we understand that children may be absent from nursery and that this can be for various reasons such as holidays, illness, appointments, and family commitments. However, in order to maintain accurate records and to ensure the safety of all our children, we ask that the following procedures are adhered to. This is to ensure we continue to work and maintain high standards of communication with our families and are able to safeguard the children that attend the nursery.

Procedures

Children taking holidays or other family commitments

When your child is absent from nursery due to a planned holiday, we ask you to notify the nursery in advance. If it is not possible, then we ask that you notify nursery at your earliest convenience. This absence will then be recorded in our absence book.

Please note fees remain payable due to continue to secure your child's place

Children who are absent due to illness

When your child is absent due to illness, we ask that you notify the nursery at your earliest convenience. This is so we can communicate to other families about any possible contagious illnesses. Personal details of your child will be kept confidential. Some childhood illnesses are reportable to the Health Protection Agency and Ofsted, therefore notification is important to ensure the reporting requirements are met. There may also be other action required as a result of any notification such as a deep cleaning of areas. These absences will also be recorded in the absence book.

Children who are absent and without notifying nursery

The Life Nursery kindly ask that parents/carers **MUST** contact by telephone, facebook messenger or email to inform us why their child is absent from nursery that day. We understand that attending nursery is not compulsory for your child, however, following the Early Years Foundation Stage (2025) framework, The Life Nursery have a duty of care to safeguard all children that attend the nursery. Please note that if you fail to inform us that your child is not attending, The Life Nursery will give you a courtesy call to find a reason and if we are unable to contact you, we will contact the next person on the admission form and other emergency contacts. If we are unsuccessful in gaining contact, the next stage would be a home visit from two members of staff.

If The Life Nursery have had no contact from the parent/carers or explanation for their child's absence, or we have further concerns, The Life Nursery will contact Children's Social Care for advice and/or a police welfare check requested and follow the safeguarding procedures and EYFS.

Children who are in receipt of Early Education Funding

Where children are in receipt of early education funding and are absent from nursery, The Life Nursery is required to follow the above procedure to ascertain why attendance has changed and decide whether sessions need to be changed.

If attendance does not improve, a letter will be sent to the parents/carers after a further two weeks, explaining the impact of non-attendance has on their child.

NOTE: Staff understand that children under school age are not legally required to attend nursery.

This policy was reviewed by Louise Gray, Nursery Manager – September 2025

Policy read and agreed by: