



# Pre-School Attendance Policy

Approved via Governorhub

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## Nursery Attendance Policy

### Introduction

At Gunthorpe Explorers Pre-School & Childcare, we believe that regular attendance at nursery is essential for children's learning, development and wellbeing. This policy sets out our approach to managing and monitoring nursery attendance, and our procedures for following up on absences. This policy applies to all children attending our nursery provision, including those aged 2, 3 and 4 years old.

### Legislation & Guidance

This policy has been developed in line with the Early Years Foundation Stage (EYFS) statutory framework, effective from 1 September 2025, which requires providers to follow up on absences promptly and to have an attendance policy that is shared with parents/carers.

### Expectations for Attendance

#### Parents/Carers

We expect parents/carers to:

- Ensure their child attends nursery regularly during their booked sessions
- Notify the nursery as early as possible on the first day of absence, preferably before the session starts
- Provide a reason for their child's absence
- Keep the nursery informed if their child will be absent for an extended period
- Inform us of any changes to contact details or emergency contacts

#### Explorers Staff

We will:

- Monitor attendance daily and maintain accurate records
- Follow up promptly on any unexplained or prolonged absences
- Work with families to identify and address any barriers to attendance
- Celebrate good attendance with children and families

### Reporting Absences

#### How to Report an Absence

Parents/carers must notify Gunthorpe Primary School of their child's absence by:

- **Phone:** 01733 571193 before 9:00am or 12 pm (according to the session time booked)
- **Email:** office@gunthorpe.peterborough.sch.uk
- **In person:** Speaking to a member of staff at drop-off (if notifying in advance)

When reporting an absence, please provide:

- Your child's name
- The reason for absence
- The expected duration of absence (if known)

#### What Counts as an Acceptable Reason

Acceptable reasons for absence include:

- Illness
- Medical appointments (where these cannot be scheduled outside of nursery hours)
- Religious observance
- Family emergencies
- Other exceptional circumstances agreed with the nursery manager

## **Following Up on Absences**

### **Unexplained Absences**

If a child is absent without notification from the parent/carer, we will:

- Attempt to contact the child's parents/carers by phone on the first day of absence
- If we cannot reach parents/carers, we will contact the emergency contacts provided
- Continue to make contact attempts throughout the day if necessary

### **Prolonged Absences**

If a child is absent for a prolonged period of time (more than [insert number, e.g., 3-5] consecutive days), we will:

- Make attempts to contact the child's parents/carers and emergency contacts
- Arrange a conversation to understand the reasons for absence and offer support
- Work with the family to develop a plan for the child's return to nursery
- Consider whether a referral to other services may be appropriate (e.g., if there are safeguarding concerns)

### **Patterns of Absence**

If we notice patterns of absence (e.g., frequent absences on particular days), we will:

- Discuss this with parents/carers to understand any underlying issues
- Work together to find solutions and improve attendance
- Offer support where needed

### **Emergency Contact Information**

We ask parents/carers to provide more than 2 emergency contact numbers for each child, where possible. This helps us to reach someone quickly if we cannot contact parents/carers directly.

Please ensure that:

- All contact details are kept up to date
- Emergency contacts are aware they have been listed and are willing to be contacted
- You inform us immediately of any changes to contact information

### **Safeguarding**

Regular attendance is important for safeguarding. If we have concerns about a child's welfare due to poor attendance or unexplained absences, we will follow our safeguarding procedures and may make a referral to children's social care.

All staff are trained to recognise potential safeguarding concerns and will report these to the Designated Safeguarding Lead (DSL).

### **Support for Families**

We understand that there may be times when families face challenges that affect their child's attendance. We are here to support you and will:

- Listen to your concerns without judgement
- Work with you to identify solutions
- Signpost you to other services and support where appropriate
- Maintain confidentiality in line with our data protection and safeguarding policies

**Links to other Policies**

This policy should be read in conjunction with:

- Safeguarding and Child Protection Policy
- EYFS Policy
- Health and Safety Policy
- Data Protection Policy