



Attendance Policy

At Mells Nursery we believe establishing regular routines for young children supports the settling-in process and enhances their sense of security and belonging. We also value the experiences that families can provide for their children in the form of days out, visiting relatives and special occasions. We recognise that there may be times when the children are ill, parents are ill, personal circumstances or medical appointments. Effective communication and strong relationships with families are essential to support the sharing of information about where children are in the event of planned and unplanned absences.

Monitoring attendance

Records of children's attendance are accurately kept and regularly monitored to ensure that we can identify any potential problems and look for patterns. All managers and staff are alert to signs that children and learners who are missing might be at risk of abuse or neglect, and appropriate action is taken when children stop attending. While we are aware that attendance is not statutory, we recognise that non-attendance could be an indicator of other concerns. All managers and staff are particularly aware of the need to monitor groups such as those who are considered to be vulnerable learners.

Reporting absences

- We require parents to inform us of absence and reason for absence, this can be verbally in advance or by phone or email on the day.
- Absences will be recorded on the register

Non-attendance

- If a child is absent and we are informed of their reason for absence this will be recorded on the register
- If a child is absent without an explanation a telephone call (to priority and secondary numbers, e.g. home and work) will be made to the main carer to establish the reason for the absence
- If no contact is made, then we will follow this process:
 - Contact any second main carer (to priority and secondary numbers, e.g. home and work)
 - Contact the first emergency contact number
 - Contact the second emergency contact number.
- If contact cannot be made by telephone call, a home visit may be carried out, and a contact postcard will be posted through your door if there is no response
- If there continues to be no contact and there is cause for concern, the health visiting service and/or the Children and Family service will be contacted to ascertain if family support may be needed
- In more urgent cases, the police may be contacted to carry out a welfare check.

This policy was adopted on	Signed on behalf of the nursery	Date for review
17/10/25	Katherine Kapadia	17/10/26