

# Attendance policy

*This policy will be reviewed on a three yearly basis*

## **Statement of intent**

It is our intention that Pippins Pre-school and Nursery (Pippins) commit to ensuring the safety, wellbeing, and development of every child. Regular attendance is vital for children to fully benefit from the experiences we offer. This policy outlines the expectations and procedures surrounding child absence from the setting.

## **REPORTING AN ABSENCE**

Please notify the setting on the first day of absence by 10.00am if your child is unable to attend nursery on their scheduled day, and continue to inform us daily for the duration of the absence. Absences can be reported by telephone or email

- 01363 772474
- [Pippinsnurserycrediton@gmail.com](mailto:Pippinsnurserycrediton@gmail.com)

## **UNEXPLAINED ABSENCES**

We monitor children's attendance; therefore, we will attempt to contact you if we do not receive an explanation for your child's absence. If we are unable to reach you within **48 hours** and still have no explanation, we may be required to notify **Children's Services**, in accordance with the **Children Act 2004**.

Following this procedure we will receive guidance from the Local Authority.

The sole purpose of this policy is to protect the safety and welfare of the child and their family.

## **POLICY AIMS AND PRINCIPLES**

Pippins' aim of this policy is to:

- Prioritise children's attendance maximising their learning and development.
- Outline clear procedures for parental involvement and attendance communication.

## **KEY PRINCIPLES**

- Regular attendance is crucial to support children's learning and wellbeing.
- Children should arrive on time on their scheduled days, unless absence is unavoidable.
- Unexplained absences will be taken as unauthorised.
- Communication is essential, we expect parents/carers not to conceal or alter the reason for absence.
- Pippins should be made aware of all future absences.

Your support in maintaining high attendance is essential.

## PARENTAL RESPONSIBILITIES

- Notify Pippins of your child's absence by 10.00am on the first day and each day following.
- Use telephone or email to report absence.
- Work in partnership with Pippins to address any barriers to regular attendance.
- Attend meetings arranged to discuss ongoing or frequent absences.

## STAFF RESPONSIBILITIES

- Complete registers at the beginning of each morning and afternoon session.
- Follow up on unexplained absences by contacting the relevant parent/carer.
- Absences are unauthorised if there is no explanation is provided.
- Report persistent or concerning absences to the Management at Pippins.
- The Management will take appropriate action and may contact Children's Services if necessary.

## TYPES OF ABSENCES

- Authorised absences may include illness, appointments, religious/cultural beliefs observance, holidays agreed in advance or last-minute day trips.
- Unauthorised absences include no explanation or unjustified reasons.

Attendance records are regularly monitored. If your child's absence rate increases to a level of concern, a meeting with Management at Pippins will be arranged to discuss the situation.

Late arrivals disrupt the session and cause children to miss out on valuable activities. Please ensure your child arrives promptly for the start of their session.

This policy was adopted by Pippins Pre-school & Nursery

On Thursday 9<sup>th</sup> October 2025

Signed on behalf of the Management Trustee Directors

Role of signatory (e.g. Chair etc.)



Chair

Commenced 31.07.2025