



## **Child Absence Policy**

At Walmer Bridge Day Nursery, we are committed to ensuring the safety, wellbeing, and consistent development of every child. Regular attendance is vital for children to fully benefit from the experiences we offer. This policy outlines our nursery setting's expectations and procedures surrounding child attendance and absences. The sole purpose of this policy is to protect the safety and welfare of the children and their parents/carers and family. Walmer Bridge Day Nursery must legally follow the Early Years Statutory Framework\* and adheres to guidance provided by Ofsted, Public Health England\*\*, and our local authority, Lancashire County Council.

At Walmer Bridge Day Nursery, we encourage parents/carers to prioritise their child's nursery attendance, in order to maximise their learning, development and well-being. The information in this policy outlines clear procedures for parental involvement and attendance communication. Open communication is essential – where child absences have no explanation or unjustified reasons, staff members must follow our nursery Safeguarding policies and procedures.

If your child is unable to attend nursery for their scheduled session, you must notify nursery by 10:00am on the first day of absence. If your child's absence is due to them being unwell, the parent/carer must continue to contact us daily for the duration of the absence. Absences should be reported via telephone or email, so it is quickly brought to the attention of the nursery manager or deputy in charge.

- Telephone (01772 611222)
- Email ([walmerbridge@btinternet.com](mailto:walmerbridge@btinternet.com))

The Early Years Foundation Stage Statutory Framework states that nursery “providers must follow up on absences in a timely manner. If a child is absent for a prolonged period of time, or if a child is absent without notification from the parent or carer, attempts must be made to contact the child's parents and/or carers and alternative emergency contacts. Providers must consider patterns and trends in a child's absences and their personal circumstances and use their professional judgement when deciding if the child's absence should be considered as prolonged. Consideration must be given to the child's vulnerability, parent's and/or carer's vulnerability and their home life. Any concerns must be referred to local children's social care services and/or a police welfare check requested”.

Children's attendance is monitored closely. If we do not receive an explanation for your child's absence by 10:00am, a member of the management team will attempt to contact you. This contact will initially be via telephone. If we're unable to contact you via telephone, a follow up email will be sent. In the unlikely case that we are unable to reach you within 48 hours, we may be required to notify Children's Social Care Services, in accordance with the Children Act 2004. We also reserve the right to request a Police welfare check, as per the EYFS Statutory Framework\*, if we are concerned about the well-being and safety of a child and/or parent/carer.

Parents should understand that full fees remain payable for all contracted days when a child is temporarily absent for any reason, including holidays and sickness, as per our nursery's Terms and Contractual Conditions. These terms and conditions should be signed by parents/carers, upon enrolling their child at Walmer Bridge Day Nursery. A copy of our nursery's terms and conditions are available upon request.

Regular and punctual attendance is crucial for children's learning, development and personal and social well-being. Children thrive from having consistent routines. Regular absences from nursery can result in children having increased difficulties transitioning from their parent/carer into the nursery environment and into the care of our nursery staff members. When children attend regularly, they are able to build strong, trusting relationships with their key person and other nursery staff members, as well as make secure friendships with their peers, and are therefore able to fully benefit from what our nursery environment has to offer.

In the case of regular and frequent child absence, an 'absence tracker' document should be started and completed by the child's key person and/or room leader. The absence tracker allows possible patterns and trends in a child's absences to be identified. We are committed to working in partnership with parents and families, and can offer additional support, when it is needed. Therefore, if regular child absences occur, the child's parents/carers may be invited to attend a meeting with the nursery manager and child's key person. During the meeting, we will share the child's absence tracker, discuss the ongoing or frequent absences, and address any barriers to regular attendance.

When a child in receipt of funded hours is frequently absent, we must notify the local authority, Lancashire County Council (LCC). This may result in your child's funding being revoked by the local authority (LCC), as per LCC's Terms and Conditions of Early Education Funded Places; "it is important children's attendance is in line with the agreed hours in the signed parental agreements". A full copy of LCC's funding terms and conditions are available upon request.

All nursery staff members are responsible for completing registers, ensuring that all children are signed in and out upon their arrival and departure from nursery. Child absences should be recorded on the register with the reason for absence, using the correct symbols, as below. Further reasoning/explanation can be written in the 'comments' section of the register. Staff should remember that registers are a legal and confidential document. At the end of each day, all registers should be placed in the office folder, for the attention of the nursery manager.

- Child is on holiday (H)
- Child is unwell (S)
- Parent/carer has cancelled child's session (X)
- Child is attending an appointment (APP)
- Unknown/unauthorised absence (?)

Authorised absences can be agreed in advance by the nursery manager. Parents/ carers must inform the nursery manager of any pre-planned absences in a timely manner. Authorised absences may include; holidays, family celebrations/events e.g. weddings, birthdays, religious celebrations. For religious observance absences, staff members should be mindful of the Prevent Duty.\*\*\*

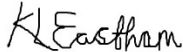
Children may need to be absent from nursery for a period of time if they have a certain illness i.e. complete an 'exclusion period', as per Public Health England\*\* agency guidance. This is to prevent the spread of illness and infection. Parents/ carers are advised to take their child(ren) for routine immunisations, to minimise the risk of them becoming unwell. All staff members are responsible for maintaining high standards of personal hygiene and practice, particularly handwashing, and maintaining a clean nursery environment.

At Walmer Bridge Day Nursery, we do not routinely permit children to leave and return to nursery within the same session/day, unless this has been authorised prior by a member of the management team. Authorisable exceptions may include; doctors' appointments, dental appointments, developmental or therapy appointments, such as Speech and Language therapy, vision or hearing appointments, other medical appointments. A child can only return to nursery following a doctors' appointment if they are well enough to do so, and do not require a course of antibiotics. Where the child had been prescribed antibiotics, the child can NOT attend nursery until at least 24 hours after their first dose of the medication – please refer to the medication policy for more information.

\*[EYFS statutory framework for group and school-based providers](#)

\*\* [Guidance on infection control in schools poster.pdf](#)

\*\*\* [The Prevent duty: an introduction for those with safeguarding responsibilities - GOV.UK](#)

This policy was adopted on	Signed on behalf of the nursery	Date for review
10 <sup>th</sup> September 2025		September 2026