

Nursery Childcare Policy – Attendance

Relating to: Nursery

Document reference: SHCPolNur31

Document owner: Nursery Manager

Date of approval: 29 September 2025

Date of next review: 29 September 2026

POLICY STATEMENT

At St Helens College Nursery we believe in working with parents and carers to support good attendance. Children who regularly attend Nursery are found to be more secure and can benefit from the learning opportunities that we provide each day. Therefore, we value good attendance as vitally important for the learning and well-being of all our children.

AIMS

- To work closely with parents and carers to reiterate the importance and benefits of good attendance.
- To provide a safe and comforting environment for children during drop off, throughout the day and on collection.
- To be on hand to discuss any issues parents may have regarding theirs, and their child's well-being.

WHAT WE ASK PARENTS AND CARERS TO DO

- To make sure all information is kept up to date including contact details, or any change of address, etc.
- To ensure that your child attends the sessions and times as stated on your nursery contract.
- To notify nursery either by telephone, email, or Class Dojo if your child is going to be late or absent on the day prior to the expected arrival time.
- To inform nursery if the absence is going to be continuing for a period.
- In the case of any lengthy absences to keep nursery informed.

WHAT STAFF WILL DO

- Follow up any absences that have not been notified of within the first day of absence.
- Speak to parent's informally if the child's attendance becomes low.
- If staff are unable to reach the parent or carer, they will try to speak to the emergency contact people named on the child's registration form.
- Issue a letter from the Local Authority if attendance continues to be low.
- Support parents and carers in any way possible to ensure that good attendance is achieved.

- In the case of a concern regarding a child's nonattendance the nursery will follow their Safeguarding and Child Protection Policy. For children who are linked to services then the appropriate professional will be informed.
- In the case of persistent patterns of poor attendance, the Local Authority will be informed, and withdrawal of funding is a possibility.
- If a parent is a student in college, we will liaise with tutors to query the parents' attendance and act accordingly.

Scope of the Policy

This policy applies to all parents, children, and staff of the Childcare Facility

Associated Policies

- Safeguarding and Child Protection
- Admissions & Registration
- Code of Conduct Parents, Guardians, Visitors and Contractors
- Communication
- Data Protection and Sharing of Information
- Education & Curriculum
- Equality & Inclusion
- Health & Safety
- Parental Participation
- Record Keeping & Confidentiality
- Key Person & Settling In
- Staff Behaviour
- Transition
- Whistleblowing Working in Partnership with Other Agencies

Access to the Policy

This policy will be issued to all Childcare Practitioners and made available to the users of the Childcare Facility. A copy of all policies & procedures will be kept in the Managers Office and in the reception area for parents/carers to access.

Post-Holder to Contact

Director of Student Services