Attendance Policy

Purpose

At Little Monsters Day Nursery, we believe that regular attendance and punctuality are important for children's learning, development, wellbeing, and security. This policy outlines our procedures for attendance, absence, punctuality, and safeguarding.

1. Attendance Expectations

Children are encouraged to attend all booked sessions regularly and arrive on time. Consistent attendance helps children:

- build confidence and friendships,
- develop routines,
- participate fully in learning activities,
- feel secure within the nursery environment.

Parents/carers are responsible for ensuring children attend their agreed sessions whenever possible.

2. Reporting Absence

If your child is unable to attend nursery, parents/carers must:

- inform the nursery as early as possible on the day of absence,
- provide the reason for absence,
- advise the nursery of the expected return date where possible.

If no explanation for absence is received, the nursery will contact parents/carers or emergency contacts as part of our safeguarding responsibilities.

3. Illness and Exclusion

To protect the health and wellbeing of all children and staff, children should not attend nursery if they are unwell or infectious.

Exclusion guidance includes:

- Vomiting or diarrhoea: children must remain at home for 48 hours after the last episode.
- Fever/high temperature: children should remain home until fully recovered.
- Infectious illnesses: exclusion periods will follow NHS and public health guidance.

Parents must inform the nursery if their child has a contagious illness.

4. Medical Appointments and Planned Absence

Parents/carers should notify the nursery in advance of:

- medical appointments,
- holidays,
- family events,
- any other planned absence.

Where possible, appointments should be arranged outside nursery hours.

5. Punctuality

Children should arrive and be collected at their agreed times.

Late arrivals may:

- disrupt children’s routines,
- affect participation in planned activities,
- cause unnecessary distress.

Persistent lateness or late collection may be discussed with parents/carers. Additional charges may apply for repeated late collection in accordance with nursery procedures.

6. Safeguarding and Welfare

Attendance records form part of the nursery's safeguarding procedures.

Unexplained or persistent absences may result in:

- follow-up discussions with parents/carers,
- welfare checks,
- referral to appropriate agencies if there are safeguarding concerns.

7. Monitoring Attendance

The nursery will:

- maintain accurate daily attendance registers,
- monitor attendance patterns,
- work in partnership with families to support good attendance.

We recognise that some families may occasionally face circumstances affecting attendance and will provide support where appropriate.

8. Equality and Inclusion

Little Monsters Day Nursery is committed to treating all children and families fairly and with respect. Attendance concerns will always be handled sensitively and confidentially.

Policy Review

This policy will be reviewed annually or earlier if required by changes in legislation or nursery procedures.