



The Oak Partnership

TOP Nursery Attendance Policy

We are committed to safeguarding and ensuring the health, safety and well-being of all pupils in accordance with safeguarding procedures and guidance for staff outlined in the schools' Health and Safety, Child Protection, Security and Safeguarding policies.

TOP Nursery Attendance Policy

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1.Aims

This policy aims to ensure:

- All children access high-quality early years education consistently.
- Patterns of attendance are monitored and concerns are responded to promptly.
- Positive attitudes to attendance are developed in partnership with parents and carers.
- Children’s safety and wellbeing are safeguarded by maintaining regular contact.
- Reasonable adjustments and educational support are offered for children who are absent due to prolonged illness.

2.Legislation and Statutory Responsibilities

This policy is based on the following statutory and guidance documents:

- Early Years Foundation Stage (EYFS) statutory framework (2024)
- Working Together to Improve School Attendance (DfE, 2022)
- Keeping Children Safe in Education (KCSIE, September 2024 updates)
- Children missing education statutory guidance (DfE)
- The Education Act 1996 and the Education (Pupil Registration) (England) Regulations 2006
- Equality Act 2010
- Local Safeguarding Children Partnership procedures

3.Roles and Responsibilities

The Designated Safeguarding Lead (DSL) and the Early Years Manager will monitor attendance, maintain records, and initiate appropriate actions where attendance patterns give cause for concern.

Key persons will:

- Encourage regular attendance.
- Monitor each child’s attendance and report any issues to the manager.
- Engage positively with parents/carers to understand absence reasons.

4.Equal Opportunities.

We recognise the diverse needs of children and families, and that attendance may be affected by cultural, religious, or medical reasons. Reasonable adjustments will be made to accommodate these, ensuring no child is disadvantaged or discriminated against. Support will be tailored to individual needs and circumstances.

The nursery respects and accommodates children's cultural and individual differences around sleep. All children are provided with equitable opportunities to rest in a calm, inclusive environment regardless of background, beliefs, or medical needs.

5. Attendance Expectations and procedures

- Parents/carers are expected to inform the nursery before 9:00am on the first day of absence.
- If a child is absent and no contact is made, staff will call by 10:00am and may conduct a home visit or welfare check if no response is received after two days.
- All absences are recorded in the nursery's attendance system and monitored weekly.
- Patterns of irregular attendance or prolonged absence (more than 5 consecutive sessions) will be escalated to the DSL.

6. Prolonged Absence and Educational Support

Where a child is absent for more than five consecutive nursery days due to illness or other justifiable reason:

- A named member of staff (usually the child's key person) will maintain weekly contact with the family.
- Learning packs, online activities, or ideas for home learning may be shared in line with the EYFS curriculum.
- A return-to-nursery plan will be agreed with parents, including a re-integration period if necessary.
- For children with medical needs or disabilities, a care or health plan will be co-developed with health professionals where appropriate.

7. Safeguarding and Non-Attendance

Persistent non-attendance may be a safeguarding concern. If a child is absent for five days without explanation, the DSL will initiate a welfare concern and liaise with the local authority and other safeguarding professionals. Attendance concerns will always be considered in the context of the child's overall safety and wellbeing.

Appendix 1

Return to Nursery Plan – Pro Forma

1. Child Information

Child's Name: _____

Date of Birth: _____

Nursery Room/Key Person: _____

Date of Return: _____

Date of Initial Absence: _____

Reason for Absence: _____

2. Communication During Absence

Key Person Contact Dates and Notes:

- _____
- _____

Home Learning Support Provided (if any):

- _____

3. Return to Nursery Support Plan

Does the child require a phased return? YES / NO

If yes, outline phased return schedule:

- Day 1: _____
- Day 2: _____
- Day 3: _____

Additional Support Needed on Return (e.g., emotional support, health care):

- _____

4. Health and Wellbeing

Has a medical condition contributed to the absence? YES / NO

If yes, attach any health care plan or advice from medical professionals.

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Are any medications required during nursery hours? YES / NO

Medication Name: _____ Dosage: _____

5. Key Person / Nursery Staff Actions

Meeting with Parent/Carer held on: _____

Summary of discussion:

- _____

Staff Member Completing Form: _____

Date: _____