

ATTENDANCE MANAGEMENT POLICY

Introduction

Regular attendance at KLT's supports children's learning, development, and well-being. This policy outlines the procedures and expectations for attendance within our setting, in line with the Early Years Foundation Stage (EYFS) framework and safeguarding responsibilities.

Aims of the Policy

- To promote the importance of regular attendance and punctuality.
- To safeguard children by knowing their whereabouts at all times.
- To work in partnership with parents & careers to ensure children access their funded or paid nursery hours.
- To identify and address attendance issues early.

Attendance Expectations

- Children are expected to attend all booked sessions unless they are unwell or there are exceptional circumstances, or they are on holiday.
- Parents & carers must ensure children arrive and are collected on time.
- If a child will be absent, parents must notify the nursery by 9:30 am (or within one hour of the session starting).

Reporting Absence

- Parents/carers should inform the nursery by telephone, email, or upon our Ovivio app stating the reason for absence.
- For sickness or diarrhoea, children must remain at home for 48 hours after the last episode, in line with Public Health England guidance.
- For planned absences (e.g., holiday, appointments), advance notice should be given in writing.

Monitoring Attendance

- The nursery keeps daily registers of all children attending.
- Attendance patterns are reviewed regularly.
- Unexplained or frequent absences will be followed up with parents/careers.
- Persistent absence may result in a review meeting with parents/careers.
- A child's vulnerability will be considered when monitoring attendance.

Safeguarding Concerns

- If a child is absent without explanation and parents/careers cannot be contacted, the nursery will follow its safeguarding procedures, which may include contacting emergency contacts or, in serious cases, referral to children's services.
- Regular absence may be a safeguarding concern and will be logged and monitored.
- Any concerns must be referred to local children's social care services and/or a police welfare check.

Funded Places

- For government-funded places (15 or 30 hours), attendance is monitored in line with local authority requirements.
- Persistent non-attendance without valid reason may affect eligibility for funded hours.

Supporting Families

KLT's recognizes that some families may face challenges with attendance. We will work with parents to support good attendance, including flexible communication and signposting to services where needed.

Review of Policy

This policy will be reviewed annually and updated in line with Ousted, EYFS, and local authority guidance.

Date Devised September 2025

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