St. Joseph's R.C. Primary School

St. Joseph's Nursery Attendance policy

September 2026

Review: September 2027

POLICY REVIEW

This policy will be reviewed in full by the Governing Body on a yearly basis.

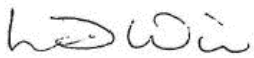
The policy was last reviewed and agreed by the Governing Body in September 2026

It is due for review in September 2027

Hayley Francis Date: September 2026
Head Teacher



Lindsay Wise Date: September 2026
Chair of Governors



Attendance

While attendance at Nursery is not compulsory, we monitor children's attendance and patterns of absence as part of our safeguarding responsibilities. We recognise that repeated or unexplained absences may be an indicator of safeguarding concerns, including possible abuse or neglect.

If a child is unable to attend Nursery, parents or carers are asked to inform us via '**Nursery in a Box'** or by telephone by 9:00am on that day.

If a child is expected to attend and we have not received notification from their parent or carer by **9.30am**, the Nursery Manager will contact the parent/carer via telephone and then via 'Nursery in a Box' if we are unable to contact them by telephone.

If no response has been received by **12.00pm**, the Nursery Manager will again telephone each of the child's emergency contacts to attempt to establish the child's whereabouts and confirm that they are safe.

We consider these steps to be a reasonable attempt to contact the family. However, where the Senior Leadership Team (SLT) has ongoing concerns or considers that further action is necessary, they will seek appropriate advice from the **Multi-Agency Safeguarding Hub (MASH)**.

Children's attendance records on Nursery in a Box will be updated to indicate whether an absence is due to **illness, holiday, or another known reason**. If a holiday is taken during term time and it is a paid nursery place, payment will still need to be made.

The Safeguarding Team will monitor attendance and absence patterns. Where concerns arise in relation to **repeated, prolonged or unexplained absences**, the Safeguarding Team will consider whether further action is required.

Where a child is subject to a **Child in Need (CIN) or Child Protection (CP) Plan**, any unexplained, repeated or prolonged absence will be reported to the relevant professional in accordance with the child's safeguarding plan and local safeguarding procedures.

Where a child is consistently late to Nursery, a meeting will be carried out to inform the parent's of the importance of arriving to Nursery on time in order for their child to join in with the start of the day – the morning circle time, and to ensure they are accessing all areas of the curriculum.