

# *St. Joseph's Nursery*



## **Attendance policy**

**September 2025**

Review: September 2027

## **POLICY REVIEW**

This policy will be reviewed in full by the Governing Body on a 2 yearly basis.

The policy was last reviewed and agreed by the Governing Body in September 2025

It is due for review in September 2027

Hayley Francis

Date: 10th September 2025



Head Teacher

Lindsay Wise



Date: 10th September 2025

Chair of Governors

### **This policy links to:**

*The Early Years Foundation Stage (DfE 2024) Statutory Framework  
Setting the standards for learning, development and care for children from birth to five*

## **ATTENDANCE**

While it is not compulsory for children to attend Nursery, we monitor children's attendance and patterns of absence. We are aware that repeated absences can be an indicator of abuse.

If a child is not going to attend, we ask Parents to inform us via Nursery in a box or a telephone call.

If we are expecting a child to attend and have not heard from their parent or carer by 9.30am, the Nursery manager will send them a message via nursery in a box. If we have not received a response to this message by 12pm, the nursery manager will ring each of the child's emergency contacts to try to locate them. We deem this to be a reasonable attempt to contact the family but in cases where the SLT are not satisfied, they would seek further advice from the MASH team.

Children are marked off on Nursery in a box to reflect whether they are off due to illness or on holiday.

The Safeguarding Team will monitor patterns of absence and should concerns be raised regarding Repeated or prolonged periods they will consider further action.

Should a child be on a Child in Need or Child Protection plan, unexplained/repeated/prolonged absence will be reported to the relevant professional.