

# Attendance Policy

At Sunny Days, we believe good attendance plays a fundamental role in supporting children's educational achievement, well-being, and in keeping children safer. Establishing regular routines for young children supports the settling-in process and enhances their sense of security and belonging. When a child has a part-time place, regular attendance is especially important.

This policy outlines the procedures to promote and monitor attendance and those that will be followed if a child is absent from the setting. We aim to create a culture where good attendance and punctuality are valued by all. We will work with parents to remove barriers to attendance. We recognise that sometimes families may need extra support, therefore effective communication is essential between parents and the child's key person, who may be able to offer advice, support, or referrals to other agencies such as the health visiting team, portage, or early help.

## Promoting Good Attendance

To promote good attendance, we will:

- **Share expectations** with parents prior to admission, making clear that regular attendance and punctuality:
  - Are expected
  - Are in the child's best interest
  - Will be investigated if unexplained
- **Keep accurate records** of attendance to enable monitoring and evaluation so that emerging patterns are addressed.
- **Foster a positive attitude** to good attendance by quickly responding to children's absence while also recognising and celebrating 'good' and 'improving' attendance.
- **Target attendance concerns** where there has been an issue and set in place strategies and techniques to support improvement.

## Authorised Absence

Whilst attendance at nursery is not statutory, authorised absence will be granted in the following circumstances, where parents inform the nursery on the first day of absence or prior to the first day of absence:

- Illness of the child
- Illness of siblings or parents
- Bereavement
- Health service appointments
- Holidays, including extended visits to family overseas
- Religious observance
- Emergency or exceptional circumstances

## Monitoring Attendance

- Records of children's attendance are accurately kept and regularly monitored to identify potential problems and patterns.
- All managers and staff are alert to signs that children who are missing might be at risk of abuse or neglect, and appropriate action is taken when children stop attending.
- While attendance is not statutory, we recognise that non-attendance could be an indicator of other concerns.

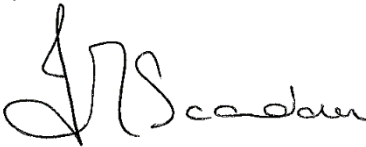

- Staff are particularly aware of the need to monitor groups such as those considered vulnerable learners.

### Procedures to Record, Monitor and Follow Up Non-Attendance

- Registration will be completed at the start of each session within 10 minutes of the start time.
- If a child is absent and we are informed of the reason, this will be recorded on the register.
- If a child is absent without explanation, a telephone call will be made to the main carer (priority and secondary numbers, e.g. home and work).
- If no contact is made, we will follow this process:
  - Contact any second main carer (priority and secondary numbers)
  - Contact the first emergency contact number
  - Contact the second emergency contact number
- If contact cannot be made by telephone, an email we will be sent to the primary carers.
- If there continues to be no contact and there is cause for concern, the health visiting service and/or Children and Family service will be contacted to ascertain if family support may be needed.
- In urgent cases, the police may be contacted to carry out a welfare check.

### Leaving the Nursery

- If you decide to withdraw your child, please see our Terms and Conditions for notice periods. This ensures we remove your child from our systems and do not expect them to attend.
- If your child is transitioning to another early year's provider or school, please provide us with the details of the new setting so that we can transfer essential information, such as their unique pupil number or funding eligibility code.

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Review to be undertaken by:	Aimee Scadden	