



Child Absence and Attendance Policy

At Little Sparkles Nursery, we are committed to promoting the safety, wellbeing, and regular attendance of all children. As part of our safeguarding procedures, we actively monitor attendance and follow up on absences in a timely and appropriate manner.

Daily Attendance Procedures

- Registers are taken **when session starts** by keyworker in each room.
- The main gate is **fully closed at 9:00am**. Any parents arriving after this time must enter through reception. The manager or designated staff member will escort the child to their room.
- Parents are expected to report absences by calling the nursery on 01772 460233 directly or by messaging their child's key worker via Tapestry. All absence notifications must be recorded.

If parents do not notify us of their child's absence:

- Staff will inform the admin/DDSL once they notice a child has been absent without explanation for more than one day.
- The admin/DDSL will then follow up with the child's parents/carers and, if necessary, contact alternative emergency contacts.

Monitoring and Responding to Absences

- When registers are submitted, the admin/DDSL will review them for any inconsistencies or unexplained absences, including missing entries from staff.
- Any patterns of absence, prolonged gaps, or emerging concerns are noted and monitored.
- LSN will consider the vulnerability of the child and family circumstances when determining the significance of an absence. Professional judgement will be used in deciding whether an absence is cause for concern.

If a child's absence is prolonged or concerning, and no satisfactory explanation is provided, the following actions may be taken:

- Implementing the setting's safeguarding procedures;
- Referring the matter to local children's social care services;
- A welfare home visit by senior management team
- Requesting a police welfare check if the child's safety is believed to be at immediate risk.

Parental Expectations and Emergency Contacts

- All parents/carers will be provided with Attendance procedure upon registration.
- Parents are required to notify the setting on the day of absence, and to ensure the nursery holds at least two emergency contact numbers, and ideally more where possible.

This policy ensures every child's welfare is monitored and that prompt action is taken in the event of unexplained or prolonged absences.