



Heathhall ELC attendance/absence policy & procedures

Why do we need this policy?

We want to make sure all children and families feel safe, supported and cared for while at Heathhall Nursery. This includes when they are absent from our nursery.

What this policy aims to do?

We want our families and staff to clearly understand the steps we follow to manage attendance and absences every day. This ensures the safety and wellbeing of our children.

Procedure

There is no legal requirement for children to attend nursery school, however all pupils enrolled in nursery are subject to the same attendance monitoring routines as children attending school. Maintaining records of children's attendance allows staff to see how many children are in the nursery setting at any one time and monitor outbreaks of illnesses. All children attending nursery are marked in and recorded centrally.

What to do if your child is going to be absent from nursery?

If your child will be absent from nursery, please let us know as soon as possible by either:

- Calling the school on **01387 702590** and leaving a message, or
- Sending a message via **Class Dojo** explaining the reason for the absence.

If we do not receive notification of your child's absence:

- **Day 1** - If no message has been received by **10am**, the Nursery Manager will send a message to the parent/carer via Class Dojo. Please respond so we can update our records.
- **Day 2** - If we still haven't received a response, a second message will be sent via Class Dojo. Please reply to this message to confirm your child's absence.
- **Day 3** - If there is still no contact, the Nursery Manager will attempt to phone the parent/carer. If unsuccessful, we will try to reach the child's emergency contacts.
- **Day 4 and onwards** - If we are still unable to make contact, the Nursery Manager will inform the child's Health Visitor. If there are concerns about the child's safety or wellbeing, child protection procedures will be followed.

Reasons for absence will be recorded by the Nursery Manager.

Policy reviewed: C Townsend-Sawley, Nursery Manager, 03.10.25