

Attendance Policy

Policy Statement

At The Acorn Nursery School, we recognise the critical importance of regular attendance in supporting each child's learning, development, and well-being. In line with the Statutory Framework for the Early Years Foundation Stage (EYFS) 2026, we are committed to monitoring attendance closely, identifying patterns of absence, and following up on non-attendance promptly to safeguard children and promote positive outcomes.

Aims

- To encourage regular and punctual attendance for all children.
- To act promptly on any unexplained or frequent absences.
- To work collaboratively with families to support consistent attendance.
- To ensure safeguarding procedures are followed regarding non-attendance.

Parental Responsibilities

- Parents must provide on registration, contact details for all adults with parental responsibility for the child and, wherever possible, two emergency contacts in addition to the child's primary carers. These contacts may be used in the event of non-attendance where parents cannot be reached. It is the responsibility of the parent to ensure that all emergency contact details are accurate and kept up to date.
- If you are planning holidays during term time, please let us know in advance so we can record this in our register.
- Parents and carers are expected to inform the nursery before 9:15am if their child will be absent that day, including the reason for the absence and expected return date. Please see procedure detailed below.

Procedure for Absence

1. If your child is sick or cannot attend for some reason, you must call, text or email us before 9.15am that day to let us know
 - a. Squirrels class – 07473 332 967
 - b. Catkins class – 07575 581 593
 - c. Acorns class – 07575 581 574
 - d. acorns@theacornnurseryschool.co.uk or 01483 271976.
2. If we have not heard from you by 9.30am, your child's Room Leader will call you to establish why your child is absent and this information will be recorded in our register.
3. If we cannot make contact with parent or primary carer, we will use the emergency contacts you have given us to try to establish why your child is absent.
4. If we cannot reach any of the contacts provided, the Designated Safeguarding Lead will be notified.
5. Non-attendance without contact is treated as a potential safeguarding concern. The DSL will refer concerns to local children's social care services and/or request a police welfare check.

Frequent or Unexplained Absences

- Patterns of absence or vague/insufficient reasons will be logged and monitored.
- Where concerns are ongoing, parents will be invited to a meeting to discuss and address barriers to attendance.
- The nursery may consult or refer to external agencies, including health visitors, Early Help teams, or social care where appropriate.