**Lindale Muddy Boots Nursery**

**Safeguarding**

**Absent Child Policy**

If your child should be unable to attend our setting on their nominated day we would ask that you call us to give an explanation by phone, messenger or email.

If we do not have an explanation or absence, we will endeavour to contact you that day. If we fail to make, contact within 48 hours by phone or email we will contact Children’s Services. (This is in accordance with the Children's Act 2006).

This policy reflects the vision and aims of this nursery school by: -

Encouraging staff, parents/carers and children to maximise the learning experience in order that all children reach their full potential.

Providing clear procedures for involving parents/carers relating to school attendance.

PRINCIPLES

Regular and punctual attendance is of paramount importance in ensuring that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late and research has shown the negative effect of absence.

Children should be at nursery, on time, every day the nursery is open, unless the reason for the absence is unavoidable. Permitting absence from pre-school or a funded 2-year-old place without a good reason must be acted upon by the setting. Children should arrive at nursery no later than 8.45am for the morning sessions. Any arrival after the register has been taken will be marked in the register as “Late – L”. Notes are recorded on the register as to the reason for the late arrival. If a child is reluctant to attend the setting, communication between parent and nursery is encouraged. It is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.

As an Early Years setting, we actively encourage parents to support us in this policy, as our absence statistics are scrutinised by OFSTED and have an impact on the overall judgement a setting is given.

Parents/carers are expected to contact the setting at an early stage and to work with the staff in resolving any problems together. If difficulties cannot be sorted out in this way, the nursery may refer the child to Children Services.

It is the parent/carers responsibility to contact the nursery either by telephone, messenger, email or through their tapestry account whenever the child is absent. This must be on the first day of absence by 9.30am.

In the case of medical appointments, evidence may be required although all appointments should be made outside of the settings hours where possible.

THE ROLE OF STAFF

Practitioners are to complete a register by 9.30am, staff have welcomed the child in and entered arrived time on the daily sign in sheet. If parents/carers have not explained the reason for absence by 10am, nursery will ring the parent.

If no explanation is given nursery enters this as unauthorised.

When appropriate, practitioners raise any concerns with the Manager who takes appropriate action.

PROCEDURE

Absence is either authorised, such as in the case of illness or religious/cultural observance or holidays.

Unauthorised when no reason is given for absence.

ARRIVAL TIMES AND LATENESS

In preschool we are trying to get children ready for school, so it is essential for your child to attend on time. Preschool is open at 8.45am and it is necessary for children to be punctual. When children arrive late this can disturb our activities, also taking a member of staff away to help and support your child put their snack away and hang bags up, so please try to attend on time as it’s good for the children for their routine and also, they miss out.

Lindale Muddy Boots Nursery adheres to the Early Years Foundation Stage Curriculum.

**This policy was adopted at a meeting of Lindale Muddy Boots Nursery**

**Held on 16th September 2025**

**Date to be reviewed September 2026**

**Signed on behalf of the management committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of signatory Claire Dawson**

**Role of signatory Nursery Manager**