

St Margaret Clitherow Nursery

Attendance Policy

Effective from September 2025

Introduction

Regular attendance at nursery is important for children's learning, development and wellbeing. We work in partnership with parents and carers to ensure children attend consistently and safely.

Expectations for Parents/Carers

- Parents/carers must notify the nursery before 9:00am if their child will be absent.
- Planned absences (including holidays) must be reported in advance.
- Parents/carers must provide a minimum of two emergency contacts for their child (three preferred).

Nursery Actions on Absence

- We follow up on every non-attendance with a phone call to parents/carers.
- If parents/carers cannot be contacted, we will attempt to reach the emergency contacts provided.
- Where a child is absent for a prolonged period or without explanation, the nursery will consider the child's circumstances, vulnerabilities, and patterns of absence.
- If there are concerns for a child's welfare, we will follow safeguarding procedures, which may include contacting children's social care or requesting a police welfare check.

Safeguarding and Monitoring

- Attendance is monitored regularly.
- Any concerns about patterns of absence or a child's safety will be escalated promptly in line with our Safeguarding Policy.