The Lloyd Williamson Nurseries

Attendance Policy 2026-2027

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Due for Update: October 2027

Policy Statement

Good attendance plays a fundamental role in supporting children's educational achievement, well-being and in keeping children safer. Establishing regular routines for young children supports the settling-in process and enhances their sense of security and belonging. Even if a child only has a part-time place, regular attendance is still especially important.

Attending nursery helps children establish routines of going to school regularly and being on time, which can help them make a smooth and positive transition to reception.

This policy sets out the procedures in place to promote and monitor attendance within Lloyd Williamson Nurseries and the steps that will follow if a child is absent from the setting. It explains the importance and benefits of regular attendance.

Our Aims:

- To create a culture where good attendance and punctuality is 'normality' and valued by all.
- To value the individual child and be socially and educationally inclusive
- To be consistent in the implementation of our policy and procedures for recording and monitoring attendance
- Work effectively with parents,children and partners through building trusted relationships to work together to remove barriers to attendance.

<u>To promote good attendance at Lloyd Williamson Nurseries we will:</u>

- Convey clearly to parents and children that regular attendance and punctuality is essential and is in the child's best interest and that unexplained absence will be investigated.
- Keep records os attendance which provide accurate information on actual attendance and lateness to enable monitoring and evaluation so that emerging patterns can be addressed.
- Build on existing good practice which fosters a positive attitude to good attendance by quickly responding to children's absence, recognising, and celebrating 'good' and 'improving' attendance.
- Target attendance and lateness where there has een an issue and aim to set in place strategies and techniques to support and ensure improvement.

Working with parents

Lloyd Williamson Nurseries will make its policy on attendance clear to parents by publishing this policy and any updates to parents.

The manager, Ramona Cristea, and staff will work with parents to address specific aspects of attendance or punctuality which cause concern through discussion and, where appropriate, written communication.

We are always open to parents discussing any concerns they may have regarding attendance.

Recognising the factors affecting attendance

Whilst attendance at nursery is not statutory, authorized absence is normally granted in the following circumstances:

- Illness of the child
- Illness of siblings, parents or close relatives
- Health service appointments
- Holidays
- Religious observance
- Emergency circumstances

We request parents to inform us on the first day of absence or prior to the first day of absence.

Monitoring attendance and punctuality

Records of children's attendance are accurately kept and regularly monitored to ensure that we can identify and potential concerns and look for patterns of absence.

All managers and staff are alert to signs that children who are missing might be at risk of abuse or neglect, and appropriate action is taken when children stop attending.

At Lloyd Williamson Nurseries, we are aware that attendance is not statutory, but that non-attendance could be an indicator of other concerns.

All managers and staff are aware of the need to monitor groups such as children who are in receipt of two-year- old funding as these are considered vulnerable learners.

Procedures in place to record, monitor and follow-up non-attendance

Daily Registration

We have flexible windows of time when children can arrive and leave the nursery as we have extended days. Children are registered as they arrive.

Children's attendance or non-attendance will be recorded along with unusual lateness.

Non-attendance

If a child is absent or unusually late and we are informed of their reason for absence/lateness this will be recorded on the register.

If a child is absent without an explanation a telephone call will be made to the parents/carers to establish the reason for the absence.

If no contact is made, then the following process will be followed.

1. A telephone call to parents or carers will be made.
2. An email to parents will be sent.
3. Calls to other emergency contacts, including other family members listed as emergency contacts, will be made to try to establish why the child is absent.
4. (As relevant) A call to the sibling's school will be made to establish if they or the sibling can confirm the child's whereabouts.

If following this no contact is made, and there is cause for concern that the child's whereabouts remain unknown, Children and Families services will be contacted to ascertain if family support may be needed. In more urgent cases, the Police may be contacted to carry out safe and well checks.

Email:

socialservices@rbkc.gov.uk

socialservices@rbkc.gov.uk.cjsm.net (Secure email)

Telephone:

020 7361 3013 (Social Services Line)

020 7373 2227 (Emergency Duty Team)

Lucy Meyer
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