

MARIGOLD MONTESSORI
RECTORY LANE – EDGWARE – HA8 7LG

Nursery School Attendance & Absence Policy:

The policies cover a comprehensive approach to attendance management for both children and staff, ensuring welfare, safeguarding and operational consistency.

Purpose & Compliance:

This policy ensures compliance with the Early Years Foundation Stage (EYFS) statutory framework, focusing on child attendance, absence monitoring, and safeguarding procedures.

Publication & Communication:

The policy will be provided to parents/carers at enrolment and whenever there are updates.

Reporting Absences:

Parents must notify the nursery of their child's absence by 8:30 am on the first day, explaining the reason. Communication should be via phone call, email or secure channels.

Key Principles:

- Regular and punctual attendance is crucial for children's learning and wellbeing.
- Children should arrive on time every day the setting is open, unless absence is unavoidable.
- Unjustified or unexplained absences will be marked as unauthorised.
- Parents should not conceal absences or make excuses. Open communication is essential.
- All absences must be classified by the setting, not the parent/carer.
- As an Ofsted-registered early years provider, our attendance records are scrutinised and contribute to our overall setting evaluation. Your support in maintaining strong attendance is vital.



Parental Responsibilities:

- Notify the nursery of your child's absence by 8:30am on the first day and each day following.
- Use telephone, email or text to report absence.
- Work in partnership with the nursery to address any barriers to regular attendance.
- Attend meetings arranged to discuss ongoing or frequent absences.

Staff Responsibilities:

- Complete registers at the beginning of each morning and afternoon session.
- Follow up on unexplained absences by contacting the parent by 10:00am.
- Mark absences as unauthorised if no explanation is provided.
- Report persistent or concerning absences to the Manager.
- The Manager will take appropriate action and may contact Children's Services if necessary.
- Absences are logged daily. Staff review patterns (e.g., frequent Mondays off) and flag prolonged absences (e.g., 10+ days) for safeguarding concerns.

Types Of Absences:

- Authorised Absences may include illness, religious observance, or holidays (agreed in advance).
- Unauthorised Absences include no explanation or unjustified reasons.
- Attendance records are regularly monitored. If your child's absence rate reaches 15% or more, a meeting with the Nursery Manager will be arranged to discuss the situation.

Arrival Times and Collections:

To help prepare children for school and support their routine:

Morning registration is at 7:30am and 8:30 am

Late arrivals disrupt the class and cause children to miss out on valuable activities such as registration and circle time. Please ensure your child arrives promptly for the start of their session.



Follow-Up Procedures:

- Day 1: Staff will contact parents if no notification is received.
- Day 2: Emergency contacts will be contacted if there's no response.
- 5+ unexplained absences: The situation will be escalated to children's social care or the police as appropriate.

Emergency Contact Requirements

The nursery must have at least one primary contact and two emergency contacts for each child.

Safeguarding & Ofsted Considerations:

The policy aligns with safeguarding protocols and prepares the nursery for EYFS inspections from September 2025, ensuring timely absence handling and follow-ups.

Funding-Linked Attendance:

If a child is funded under Early Years Education Entitlement (EYEE), significant or repeated absence may lead to discussions about rescheduling or support. Absences over two weeks are reported to the Local Authority.

Review & Oversight:

The policy will be reviewed annually, with staff training on their responsibilities for monitoring absences and safeguarding.

Review Date	Name	Position
03/03/2026	Samsameh Mardani	Manager

