

Wellesley Avenue, Goring by Sea, West Sussex BN12 4PN

1.12 Child Attendance

Policy Statement

Good attendance plays a fundamental role in supporting children's educational achievement, well-being and keeping children safe. Establishing regular routines for young children supports the settling-in process and enhances their sense of security and belonging. Even if a child has a part-time place, regular attendance is important. This policy sets out the procedures in place to promote and monitor attendance at Kamelia Kids and the steps that will be followed if a child is absent from the setting. It also 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 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/carers, children, and partners through building trusted relationships to work together to remove barriers to attendance.

To promote good attendance, we will

- Convey clearly to parents/carers 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 of attendance which provide accurate information on actual attendance, lateness or illness to enable monitoring and evaluation so that emerging patterns and trends are addressed.
- Build on existing good practice that 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 been an issue and aim to set in place strategies and techniques to support and ensure improvement.

Working with parents

The setting will share and make its policy on attendance clear to parent/carers and children through sharing information and expectations prior to admission, for example we require 2 or more emergency contact details.

The systems and procedures in place to promote children's attendance and punctuality will continue to be shared with parents at a universal level through parents' private Facebook, website and emails.

The nursery management team, and staff will work with parents/carers to address specific aspects of attendance or punctuality, which cause concern through discussion.

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Recognising the factors affecting attendance

Whilst attendance at nursery is not statutory, we know that absence may be for the following circumstances:

- Illness of the child
- Illness of siblings or parents
- Health Care Appointments
- Holidays/ Family Day out
- Religious observance
- Emergency circumstances

Where these circumstances arise parents/carers should inform the nursery, preferably by email admin@kameliakids.org.uk or phone on 01903 504077, 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 and followed up to ensure that we can identify any potential problems, look for patterns and trends, and consider their personal circumstances. We will use our professional judgement when deciding if the child's absence should be considered as prolonged.

The nursery management team 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 Kamelia Kids, we are aware that attendance is not statutory, but that non-attendance could be an indicator of other concerns. The nursery management team and staff are aware of the need to monitor children, particularly those who are vulnerable children, and parent's/carers vulnerability and their home life.

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

Daily Registration

Registration will be completed at the start of each session within 10 minutes of the start time, noting the time of arrival. Children attendance or non-attendance will be recorded as sick or absence, along with any lateness.

Nonattendance

If a child is absent and we are informed of their reason for absence this will be recorded on the register and absence log.

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If a child is absent for a prolonged period, or without notification, or an explanation, a telephone call will be made to the parents/carers, within an hour of the usual arrival time, to establish the reason for the absence. Room staff will notify the nursery management team.

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

- A telephone call to parent's/carers mobile/work will be made, if no reply
- A telephone calls to emergency contacts will be made
- If no contact has been made the nursery may calls to the siblings' schools, nurseries or childminders, if known, to establish if they can confirm the child's whereabouts, if no reply
- We will call the Police on 101 to raise our concerns and request a welfare check.
- We will then contact the Integrated Front Door, children's social services [Request support or raise a concern about a child - West Sussex County Council](#)

Office hours (Monday to Friday, 9.00am to 5.00pm)

If you are unsure what support you require or have an urgent safeguarding concern that requires a same day response, phone: 01403 229900.

Out of hours enquiries (weekends and bank holidays)

Contact our Emergency Duty Team on 033 022 26664 or 07711 769657, this will connect you to the duty Social Worker.

- If there is an immediate risk of harm to the child, we will call 999.

Legal framework

Statutory Framework for the Early Years Foundation Stage (2025)

Further guidance

KCSIE (Keeping Children Safe in Education)