Ashbridge
INDEPENDENT SCHOOL & NURSERIES

ATTENDANCE POLICY AND PROCEDURES - NURSERY

Approved by: SLT

Approved date: AUGUST 2025

To be reviewed by: SLT

Review date: AUGUST 2026

Accessibility: Available on the website and as paper copy on request

Scope: Ashbridge Nursery Hutton, Ashbridge on Ribble Nursery, Ashbridge Nursery at Maxy Farm, The Fledglings Nursery

INTRODUCTION

The logging and monitoring of child attendance at nursery is an important part of Ashbridge's safeguarding procedures. We work in line with the EYFS requirements and best practice guidelines to support children and families through contacting if children are absent, considering individual vulnerabilities and analysing attendance patterns.

For the purpose of this policy, parent means anyone with parental responsibility, natural parents and those with day-to-day responsibilities of caring for the child (i.e. lives with and looks after the child).

OVERVIEW OF RESPONSIBILITIES

Ashbridge Nurseries will:

- Build and maintain strong relationships with families, working together to remove barriers to attending nursery, if any exist.
- Accurately complete and maintain attendance registers and records, including the reason for absence.
- Follow up on absences in a timely manner, considering usual attendance patterns.
- Share the attendance policy with parents through the website.

Parents will:

- Inform the nursery before 9:30am if their child is to be absent from nursery on one of their booked sessions, or before their session if attending in the afternoon only.

GUIDANCE FOR PARENTS

DAILY ATTENDANCE

If a child is not attending nursery for any reason, parents should contact the nursery reception by telephone or email before 9:15am on the day of absence.

If a child is absent at 9:15am, or 2:00pm if due to attend an afternoon session, and parents have not contacted the setting, the nursery team will endeavour to contact parents to ascertain a reason for the absence. Wherever possible, the nursery holds three contact numbers for children to ensure parents can be contacted when required.

Parents should not send absence notifications through Parent Zone or through other families or staff members.

PLANNED HOLIDAYS AND ABSENCES

Parents should inform the nursery of any planned absences as far in advance as possible, stating the reason for the absence. All planned absences should be shared with the nursery reception team or managers either verbally, by phone or email to ensure they can be logged correctly.

A reminder that fees are payable for all absences, either planned or unplanned.

RECORDING OF ATTENDANCE AND ADMISSIONS

ATTENDANCE RECORDING

The nurseries will record attendance when a child arrives and logs them out when they leave. Attendance is recorded electronically, and absences are marked using specific codes for the type of absence.

Registers are kept electronically for a minimum of 6 years from the date the data was collected. Amendments to attendance registers will only be made where the reason for the absence cannot be established at the time it is taken.

Attendance patterns are monitored for trends, and if there are any concerns about a child's welfare based on their attendance patterns, a referral will be made to Children's Social Care or the Police as deemed suitable.