



Attendance

Policy

At **Evergreen** we understand the need to ensure that all children have the best chance to grow and develop and reach their full potential. We believe that to do so, they should attend all sessions for which they are eligible.

We are very flexible in our approach on arrival times for parents and explain that they can use their session time as they wish by dropping off later or picking up earlier to best fit in with their needs. However, we do ask parents to ensure we strike a balance between their convenience and ensuring children do not miss out on nursery time, and important parts of the routine and curriculum. Our range of different sessions also helps facilitate this.

Whilst we recognise that attendance is not mandatory, we will do our best to ensure that attendance levels are high, and work with parents to ensure they understand the value of bringing their children in consistently, for the whole of their sessions and every day they are should attend.

We have a duty of care for all our children. We will always follow up on non-attendance in line with EYFS (2025) regulations.

We also recognise our duty to ensure children attend in line with their funded hours we claim for and, especially children with disadvantaged 2 year funding, children receiving Inclusion or DAF funding and/or in receipt of Early Years Pupil Premium.

Guidance received November 2024 from the local authority funding team states that:

There is no percentage requirement for attendance in the Local Authority Funding Agreement so we will not request to recover any funding due to periods of absence. However, we do advise providers to have a conversation with the family and raise this at any TAF meetings that the child should be attending regularly. Safeguarding referrals should be considered if non-attendance is a concern to the child's safety and wellbeing.

Our local authority funding agreement states:

21. Monitoring and Tracking

21.1 The Provider must promote good attendance and must record the attendance of all funded children in a register which meets the requirements of Ofsted, e.g. a daily record of the names of the children being cared for on the premises, their hours of attendance and the names of each child's key person

21.2 The Provider needs to be aware of potential safeguarding issues surrounding non-attendance and reduced attendance as well as the impact on a child's development

21.3 The Provider must monitor the attendance records of all Early Education funded children

21.4 The Provider must have a robust system in place for monitoring children's attendance and ensure that any concerns arising from poor attendance are dealt with in line with all statutory requirements

For children with additional needs or on our special education needs register, we will do our utmost to ensure we can offer an appropriate amount of nursery sessions to meet their individual needs and ensure that parents access these fully.



Policy into Practice

- Provide **clear expectations** before children are registered with us; that children make the best progress and settle positively if they attend consistently.
- Ensure parents know that if children will not be attending, we must be **notified**. We will make parents clearly aware of our procedure in place if we cannot contact anyone in these circumstances. Along with the information in this policy, this is also shared in our terms and conditions on registration.
- Obtain **at least 2 emergency contacts**, other than the child's parents in their sign up documentation. If this is not possible, we will make a note of this in the child's notes to show this is the case.
- **Provide information** to parents on how vital early learning is for their child. This will be done through building relationships, daily communications, daily learning posts and parent's meetings.
- Ask parents to contact the nursery to **report absences**. (Through calling or via the FAMILY App).
- If parents report their child 'sick' or 'absent' through the app, we will follow this up with a **message to them to check in**. If absence persists, or the family is vulnerable, we will telephone them to speak to them directly.
- Complete a register check and if children have not arrived 30 minutes after their usual start time, with no parent notification, then we **call to find out why** they are not in on that day. We will call the parents first and then the child's emergency contacts. This is recorded on the child's profile, with a reason and a note if we were unable to get a response.
- For sudden or prolonged absences, the management team will use their professional judgement to consider: previous **patterns, trends** and their personal circumstances. Consideration will be given to the child's **vulnerability**, parent's and/or carer's

vulnerability and their home life. Any concerns will be referred immediately to local children’s social care services and/or a police welfare check requested. The senior leadership team will be notified immediately if this occurs and the Director will be informed.

- **Review attendance levels** for each individual child – our Family Engagement Lead will do this on a monthly basis, using our FAMILY systems and report to the managers and senior leadership team. They will discuss the best way to engage, support and work with the family to increase attendance levels. A plan will be put in place and shared with the parents.
- Planned **long term absences** (e.g. extended holidays or medical treatment) will be managed on an individual basis. Leaders will review, monitor and advise on how best to support the child and family in these circumstances.
- The director and operations manager will also look at the **financial implications** of long term absences. We will follow our duties to inform the local authority funding team if required:

This policy was adopted on	Signed on behalf of the nursery	Date for review
September 2024	L Davy	September 2025
November 2024	L Davy	November 2025
August 2025	L Davy	August 2026
October 2025	L Davy	October 2025
March 2026	L Davy	March 2027

