



## **Attendance Policy**

At Clapham & Clapham Park Montessori we believe that 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. When a child has a part-time place, regular attendance is especially important.

This policy outlines the procedures to promote and monitor attendance and those that will be followed if a child is absent from the nursery. We wish to create a culture where good attendance and punctuality is valued by all and so will work with parents to remove barriers to attendance. We recognise that sometimes families may need extra support with attendance, therefore effective communication is essential between parents and the key person, who may be able to offer advice and support or referrals to other agencies who may be able to help, such as the health visiting team, portage or early help.

To promote good attendance, we will:

- Share our attendance expectations with parents prior to admission, including conveying clearly to parents that regular attendance and punctuality
  - Is expected
  - Is in the child's best interest, and
  - That unexplained absence will be investigated
- Keep records of attendance to enable monitoring and evaluation so that emerging patterns are addressed
- Foster a positive attitude to good attendance by quickly responding to children's absence
- Target attendance where there has been an issue and aim to set in place strategies and techniques to support improvement.

Whilst attendance at nursery is not statutory, we expect children to attend on their usual days unless parents inform the nursery, on or prior to the first day of absence, that their child will not be attending. Reasons for which children may be absent include:

- Illness of the child
- Illness of siblings or parents
- Bereavement
- Health services appointments
- Holidays, including extended visits to family overseas
- Religious observance
- Emergency or exceptional circumstances.

### **Monitoring attendance**

Records of children's attendance are accurately kept and regularly monitored to ensure that we can identify any potential problems and look for patterns. 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. While we are aware that attendance is not statutory, we recognise that non-attendance could be an indicator of other concerns. All managers and staff are particularly aware of the need to monitor groups such as those children, or children of parents, who are considered to be vulnerable.

### **Procedures to record, monitor and follow up non-attendance**

Registration will be completed at the start of each session within 10 minutes of the start time to record attendance or non-attendance. This will be recorded both in the register and on Transparent Classroom.

Non-attendance:

- If a child is absent, and we have been informed of the reason for their absence, the absence will be recorded on the register and on Transparent Classroom (using the most appropriate code for the latter e.g. 'v' for a holiday or 's' for illness)
- If a child is absent without an explanation or a child is absent for a prolonged period of time<sup>1</sup>, a telephone call (to priority and secondary numbers, e.g. home and work) will be made to the main carer to establish the reason for the absence
- If no contact is made, then we will follow this process:
  - Contact any second main carer (by calling priority and secondary numbers, e.g. home and work)
  - Contact the first emergency contact number
  - Contact the second emergency contact number.
- If contact cannot be made by telephone call, a home visit may be carried out and a contact postcard will be posted through the door if there is no response
- If there continues to be no contact and there is cause for concern, a referral will be made to local children's social care services
- In more urgent cases, the police may be contacted to carry out a welfare check.

### **Leaving the nursery**

If you decide to withdraw your child from the nursery, please see our Parent Contract and Terms and Conditions for notice periods. This will ensure that we remove your child from our systems and therefore will not expect them to attend.

If your child is transitioning to another early years provider or school, please provide us with the details of the new setting so that we can transfer essential information, such as their unique pupil number or funding eligibility code.

<b>Policy adopted</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
September 2025	Ros Bowles and Lucía Gómez-Santana	September 2026

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<sup>1</sup> We will consider patterns and trends in a child's absences and their personal circumstances and use our professional judgement when deciding if the child's absence should be considered as prolonged.