



Child Attendance Policy

Minis have a duty of care for all children attending the nursery and as such must ensure that when children are absent from nursery we establish the reason for the absence, and record it on Connect, our register system.

We request that parent's phone or email by 10am to report if their child will be absent from nursery. If a child does not arrive at nursery and the parent has not informed the nursery of the reason for the absence the child's key worker will contact the parents to find out why the child is absent that day.

In the case of a child with poor attendance at nursery we would talk to the parents to understand the reason for the frequent absence from nursery. We would encourage the parent to continue to bring their child to nursery as regular attendance has a positive impact on children's attainment and supports our older children's transition to school.

When a child is frequently absent and we do not hear from the parent, or they do not respond to emails or return missed phone calls we would record the absence as 'unknown'.

Each quarter, or as concerns arise, we will review absence data to look for trends or patterns. At part of this review, we will consider personal circumstances and use our professional judgement to decide if consideration should be given to the child's vulnerability, the parent's vulnerability and their home life.

If we conclude that the absence is impacting vulnerabilities and causing concern, we will report these findings to the Greenwich Children's Services MASH Team, and a welfare check will be requested.

In line with our safeguarding duties as detailed in the Early Years Foundation Stage, we will share this policy parents and carers.

This policy was updated:	Signed on behalf of the nursery:	Date for Review:
August 2026	Julie Coackley Childcare Director	2027