

# Attendance Policy



**Approved by:** Nazmon Hannan

**Last reviewed on:** March 2026

**Next review due by:** March 2028



## **POLICY STATEMENT**

At Jan Preschool and Nursery, we recognise that regular attendance is important for children's wellbeing, learning and safety. Unexplained absences may indicate safeguarding concerns, so we have clear procedures to monitor and follow up on non-attendance.

We ask that parents notify us promptly if their child will be absent from a booked session, giving the reason and expected duration of absence.

## **PROCEDURES**

- We request at least three emergency contacts at registration, where possible.
- We maintain an up-to-date register of expected attendance for each child.
- We record the actual arrival and departure times for each child.
- We record all absences, including date and reason provided.
- If a child has not arrived within an hour of their expected time, we will contact parents.
- If we cannot reach parents, we will contact emergency contacts.
- If no contact can be made the following day, we will implement our safeguarding procedures, which may include a home visit, contacting the police for a welfare check, and notifying children's social care.

## **MONITORING AND ESCALATION**

- We regularly review attendance records to identify patterns of absence.
- Repeated absences without notification will be investigated and may lead to a safeguarding referral.
- All actions will be documented.

## **PARENTAL COMMUNICATION**

- Parents are informed of our attendance expectations on registration.
- Parents are reminded periodically of the importance of informing us about absences.
- We explain what action we will take if no contact is made.

## **POLICY REVIEW**

This policy will be reviewed annually or sooner if required, in consultation with staff and parents.