

Ladybird Montessori - Attendance Policy

1. Introduction

Regular attendance is essential for young children's learning, development, and well-being. This policy outlines our approach to promoting, monitoring, and managing attendance for all children attending our nursery school, in line with the Early Years Foundation Stage (EYFS) statutory framework.

2. Aims

- To ensure all children attend nursery regularly and punctually.
- To work in partnership with parents/carers to promote consistent attendance.
- To monitor and address patterns of absence or lateness.
- To support children's early learning and development by ensuring they access their full entitlement.

3. The Importance of Attendance in Early Years

Attending nursery regularly helps children:

- Develop social skills and relationships.
- Establish routines and feel secure.
- Access high-quality early education that supports school readiness.
- Make consistent progress in line with the EYFS.

While attendance is not statutory in the early years, regular participation is strongly encouraged and supported.

4. Nursery Hours and Sessions

- Children may attend for **full-day or part-day sessions**, depending on their individual funding and family needs.

Parents/carers are expected to ensure that their child arrives on time for their session and is collected promptly.

5. Attendance Expectations

We expect that:

- Children attend nursery regularly and on time.
- Parents/carers inform the nursery of any absences before the start of the session.
- Absences are reported with a valid reason (e.g., illness, family emergency).

Regular attendance supports children's development and reduces disruption to their learning.

6. Reporting Absences

Parents/carers must contact the nursery by phone or email, stating the reason.

If we do not hear from the parent/carer, we will:

1. Contact the parent/carer to check on the child's welfare.
2. Record the absence and reason provided.

Persistent unexplained absences may be followed up with a meeting to discuss support needs or concerns.

7. Monitoring and Review

- Attendance is monitored regularly by the nursery manager.
- Patterns of concern (e.g., persistent absence or frequent lateness) will be discussed with families.
- Support may include advice, referrals to external services, or involvement of safeguarding leads if required.

8. Partnership with Parents and Carers

We believe in building strong partnerships with families to support attendance. We will:

- Communicate the importance of regular attendance during induction.
- Share concerns promptly and sensitively.
- Offer support to overcome any barriers to attendance.

9. Safeguarding Considerations

Unexplained or prolonged absences may be a safeguarding concern. In such cases, we will follow our **Safeguarding and Child Protection Policy**, which may involve:

- Home visits
- Contacting emergency contacts
- Referral to local safeguarding partners

10. Review of Policy

This policy is reviewed annually or in response to changes in legislation, statutory guidance, or local authority procedures.

Policy Reviewed By: Beckie Combes **Date of Review:** February 2026