

# 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.

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**Policy Reviewed By:** Beckie Combes **Date of Review:** September 2025