



Attendance Policy

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Date last reviewed: 27th August 2026
Frequency of review: Annually or as needed.
Approved by: Miss Anderson DSL/Mrs Moore DDSL/Jenni Taylor DDSL

At The Duckling Nursery, we believe that good attendance plays a vital role in supporting children's learning, well-being, and safety. Establishing regular routines helps children to feel secure, settle quickly, and build a strong sense of belonging. For children attending part-time, consistent attendance is especially important.

This policy sets out how we promote and monitor attendance, and the steps we will take if a child is absent. We aim to create a culture where good attendance and punctuality are valued and will work closely with parents and carers to remove any barriers. We understand that families may sometimes need support with attendance, and we encourage open communication with the child's key person or senior staff, who can offer guidance or signpost to other services (such as the health visiting team, portage, or early help services).

Promoting Good Attendance

We will share our attendance expectations with parents before admission, making clear that:

- Attendance is in the child's best interest.
- Unexplained absence will be followed up on the same day.
- Keep accurate attendance records to enable monitoring and early support where patterns emerge.
- Encourage positive attitudes towards attendance by promptly addressing absences.
- Work with families where attendance becomes a concern, using strategies to support improvement.

Parent Responsibilities

To help us keep children safe and ensure their well-being, we ask parents and carers to:

- Inform the nursery in person, by phone, email or on Tapestry on the first day of absence and let us know the reason.
- Where possible, notify us in advance of planned absences such as holidays or appointments.

- Keep emergency contact details up to date.
- Work with staff if attendance concerns are raised, so that we can support your child's needs.

How we will record absence

While attendance at nursery is not statutory, we will log the following types of absence.

- Child illness.
- Illness of siblings or parents.
- Bereavement.
- Health appointments.
- Family holidays (including extended visits overseas)
- Religious observance.
- Emergencies or exceptional circumstances.

When recording the absence on Tapestry we will note down the reason using the words of the parent or carer.

Monitoring Attendance

- Attendance registers are accurately kept and regularly reviewed to identify any issues or patterns.
- All staff remain alert to signs that absence may indicate a safeguarding concern.
- Persistent or unexplained non-attendance will be monitored closely, especially for children identified as vulnerable.

Procedures for Recording and Following Up Absence

- Children self- register on arrival.
- The Manager/ Assistant Manager/ Third in Charge or Senior Team will log attendance on the Tapestry register once all children have been dropped off for their session. This will be actioned promptly so that unexplained absence can be followed up.
- The total number of children within the setting will be recorded on the whiteboard. This will be categorised into 2-Year-old and 3- and 4-year-olds. This will be vocally shared with all practitioners in the room for the purposes of head counting.
- If a child is absent and the reason is provided, it will be recorded.

If a child is absent without explanation:

- An initial message will be sent to the parent or carer via tapestry
- If no response, we will attempt to contact via phone and leave a message
- The manager/ Assistant manager or third in charge will attempt to contact a secondary contact.

- If able to make contact, the reason for absence will be recorded on Tapestry.
- If still unsuccessful, emergency contacts will be called.

If the child is absent at their next Duckling session without contact from parents or carers then the following steps will be taken:

- An initial message will be sent to the parent or carer via tapestry
- If no response, we will attempt to contact via phone and leave a message.
- If still unsuccessful, emergency contacts will be called.
- If contact cannot be made, and the child has siblings attending WIS or WJS, contact will be made with the schools to see if the parent/carer has reported any absences.
- A welfare check (door stop visit) may be conducted by staff
- If contact cannot be made, we may contact Essex County Council Children and Families Hub for support.
- In urgent cases, the police may be contacted to conduct a welfare check.
- If a child is vulnerable and under Child Protection on day one of an unexplained absence, the Local Authority will be contacted.

Withdrawal or Transition

- If you wish to withdraw your child, please refer to your Parent Contract for notice periods. This allows us to update our records and remove your child from our systems.
- If your child is moving to another nursery or school, we ask for details of the new setting so that essential information can be transferred smoothly.