



St Margaret's Nursery

Nursery Attendance Policy

Revision Number	Date Issued	Prepared by	Approved	Personalised by school	Comments
1	September 2025	Nichola Rea	TBC	STC	

<i>Type of Policy</i>	<i>Tick ✓</i>
DCAT Statutory Policy	
DCAT Non-statutory Policy	
DCAT Model Optional Policy	
Academy Policy	✓
Local Authority Policy	

Date Agreed:	September 2026
Review Date:	September 2027
Type of Policy:	

Nursery Attendance Policy

St Margaret's Nursery is committed to promoting excellent levels of attendance and punctuality to enable your child to take full advantage of the educational opportunities and experiences available to them at our setting.

This policy outlines the expectations and responsibilities of parents/carers and the setting regarding attendance and absence.

Expectations for attendance

We expect children to attend their sessions regularly and ask parents to work in partnership with the nursery by ensuring the following procedures are followed.

- Parents/carers should notify the nursery in advance of any planned holidays
- Notify the nursery if your child is going to be absent on the first day of absence and provide a reason for absence. Please contact us by either email at stmagsnursery@stmagsifield.co.uk or by telephone on 01293 421080
- Ensure children arrive on time so they do not miss learning opportunities or disturb the nursery routines.
- Work with the nursery to resolve issues which may lead to non-attendance
- Try to avoid medical/dental appointments during the session
- Try to avoid taking holidays during term time
- Parents/carers should provide additional emergency contact details

The nursery promotes regular attendance and shares information about attendance and the use of Funded entitlement.

- On admission
- Within our policies and parent handbook
- Through parent meetings
- During home visits and settling sessions

Attendance and funding

Funding from West Sussex is paid on a participation basis; therefore, it is important that children are in attendance for the sessions allocated and agreed on their Funding declaration form before the Autumn, Spring or Summer Headcount weeks. (exceptions maybe made for short term sickness or planned holiday)

If children are frequently absent, absence is poor or is for a prolonged period without verbal or written notification to the setting. (which may be requested as part of the audit to support the claim for your child), we may need to follow our Policies and contact WSCC about whether it is appropriate to continue to claim public funds for the Child.

Attendance monitoring

The nursery keeps daily attendance records and monitors absence.

Repeated or extended absence may result in

- A parent/carer meeting, concerns will be addressed respectfully and confidentially.
- Consultation with Funded Entitlement
- Consideration as to whether a nursery place can continue

Is Attendance Compulsory?

Although there is no legal requirement for children to attend a childcare setting before the age of five, good attendance enables children to take full advantage of the educational opportunities available to them and support development across all areas.

Illness

Common coughs and colds do not always prevent your child attending nursery. However, if your child has a temperature or continuous illness they should remain at home until recovered. If your child has sickness or diarrhoea they should remain at home until they are symptom free for at least 48 hours.

Special considerations

- Long term illness
- Children with chronic health conditions, special education needs or disabilities or family crises.

Open communication between staff and families is key to supporting children's wellbeing and development.

Unexplained attendance

If a child is absent without notification we will attempt to contact the primary contact to obtain a reason for non-attendance. We will use additional contact details if needed. If we are unable to make contact, absence is prolonged (two sessions) and we have concerns about a child's welfare we will follow our safeguarding procedures.

Late pick up

Frequent late drop off or collections may be addressed with parents and a late pick up fee charged.

Parents should notify the nursery if children are being collected by alternative adults.

If a parent/carers doesn't collect the child and we are unable to make contact will may have to follow safeguarding procedures