



Absence Policy

Policy Statement

Regular attendance is important to support children's learning, development and wellbeing. We aim to work in partnership with parents to ensure children attend regularly and to ensure we are aware of the reason for any absence.

The setting also has a responsibility to follow up on unexplained absences to ensure children's safety and wellbeing.

Reporting an Absence

Parents or carers must inform the setting if their child will be absent.

Parents should:

- notify the setting as soon as possible on the day of absence
- inform staff of the reason for the absence
- provide an estimated return date where possible

This helps the setting maintain accurate attendance records.

Recording Absences

All absences will be recorded in the setting's attendance register.

The record will include:

- the child's name
- date of absence
- reason for absence where known

Maintaining accurate records helps the setting monitor attendance and ensure children's wellbeing.

Unexplained Absence

If a child is absent and the setting has not been informed:

- staff will attempt to contact parents or carers
- if contact cannot be made, further attempts will be made to reach emergency contacts

This procedure ensures the safety of the child and confirms that the absence is known and expected.

Extended Absence

If a child will be absent for a longer period of time, parents should inform the setting in advance where possible.

Parents may be asked to confirm the expected return date.

Safeguarding Concerns

If there are concerns about a child's welfare or repeated unexplained absences, the setting may follow safeguarding procedures and seek advice from relevant authorities.

Policy Review

This policy will be reviewed annually or sooner if guidance changes.