

EYFS (Nursery) Attendance Policy

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Revision Log (last 5 changes)

Date	Version	Brief detail of change
September 2025	1.0	First publication of policy following changes to the EYFS statutory framework, September 2025.

Introduction

Regular attendance is crucial for children's development and well-being in their early years. This policy outlines Leigh Academy Dartford's expectations for attendance, procedures for reporting absences, and the actions we will take in cases of unexplained or prolonged absences. We are committed to ensuring the safety and well-being of all children in our care.

Expectations for Attendance

Leigh Academy Dartford expects children to attend their scheduled sessions regularly and punctually. Parents/carers are responsible for ensuring their child's attendance. If a child is unable to attend, parents/carers must notify us as soon as possible.

Reporting Absences

On the first morning of all absences, **before 8.45am**, parents/carers must **notify the Academy** with the reason by:

- Telephoning the school on 01322 224453 or emailing the office at attendance@dartford.latrust.org.uk explaining the reason for absence
- Informing the school further on the 3rd, 5th, 7th and so on days of absence, before 8.45am with the reason;
- Keeping us updated by telephone, letter or email if your child has an extended period of absence due to illness;

Please arrange any appointments, including dental and doctor's, out of school hours or during school holidays.

Please discuss with the academy's Attendance Officer any planned absences well in advance and only request a leave of absence if it is for an exceptional circumstance.

Keep us informed of changes in your child's behaviour or any worries they may be experiencing at school in order that we can offer support to avoid absence.

Unexplained Absences

If a child is absent without notification the academy will:

- Attempt to contact the parent/carer using the primary contact number provided;
- Attempt to contact the secondary emergency contact provided;
- Record contact attempts and outcomes in the child's attendance record.
- If we are unable to make contact and have concerns about the child's welfare, we will follow our safeguarding procedures. This may include attempting a home visit and/or making contact with police.

Prolonged Absences

A prolonged absence is defined as 2 consecutive sessions of absence without a valid explanation. If a child is absent for a prolonged period, we will:

- Make repeated attempts to contact parents/carers and emergency contacts.
- Send a written communication (via email) to the parent/carer.
- Consider a home visit, if appropriate and follow internal procedures which could include the withdrawal of the child's nursery placement.
- Consult with our safeguarding lead if there are concerns about the child's welfare.

Illness

If your child is unwell, please keep them at home to prevent the spread of infection.

- Please inform us of any contagious illnesses, such as chickenpox, measles, or COVID-19.
- Children should not return to the setting until they are symptom-free for 48 hours or as advised by a medical professional.

For further information, parents/carers can refer to NHS guidance:

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

Late Arrival/Early Collection

Please inform us via the school office email address if your child will be arriving late or collected early. Late arrivals can disrupt the learning environment, so we encourage punctuality.

Only authorised persons can collect children. Please inform us of any changes to collection arrangements.

Safeguarding

Staff are trained to identify and respond to safeguarding concerns. Any concerns about a child's welfare will be reported to the designated safeguarding lead. We will follow our safeguarding procedures and work with relevant authorities as necessary.

Review

This policy will be reviewed annually or as needed to ensure its effectiveness and compliance with relevant legislation.