

Attendance Policy

At Nära Nurseries, we value good attendance and punctuality as essential to children's development, learning, and well-being. We aim to create a culture where regular attendance is supported and barriers are addressed in partnership with families.

Why Attendance Matters

- Regular attendance ensures your child benefits fully from early learning opportunities.
- It supports their safety, well-being, and emotional security.
- Absences may delay identifying support needs or safeguarding concerns.

Working Together

We understand that family life can present challenges. Please speak with your child's key person or Room Manager if you need support - this could include advice, referrals to Early Help, Health Visitors, or other agencies.

Our Expectations

We ask that all parents:

- Ensure children attend regularly and on time.
- Let us know if your child will be absent - please contact the nursery no later than one hour after your child's expected arrival time.
- Work with us if attendance becomes a concern.

We will:

- Monitor attendance regularly.
- Address any ongoing attendance issues with sensitivity and support.

If Your Child Is Absent

- First Day Calling: If we do not hear from you, we will call within the first hour of absence.
- If we can't reach you, we will try all listed emergency contacts.
- If still no contact, we may carry out a home visit or request a police welfare check.
- If your child has a Social Worker, and we can't reach the family or the reason for absence is unclear, we will notify them immediately.

Ongoing Absences

- After 3 missed sessions or 1 week with no contact, we will inform your child's Health Visitor and possibly refer to Children's Social Care.
- All concerns will be recorded in line with our safeguarding procedures.

Safeguarding Concerns

If we believe your child may be at risk of significant harm, we will contact the Children's Social Care team without delay.

Data Protection

We handle personal information in accordance with GDPR and the Data Protection Act 2018. Where there are safeguarding concerns, we may share information without prior consent if it's in the child's best interests.

Monitoring Attendance

The nursery leadership team reviews attendance monthly. Patterns of absence will be followed up and addressed sensitively, with safeguarding always a priority.