



## SEVENOAKS DAY NURSERY

### ATTENDANCE POLICY

At The Sevenoaks Day Nursery we are committed to ensuring the safety, wellbeing, and consistent development of every child. Regular attendance is vital for children to fully benefit from the experiences we offer. This policy outlines the expectations and procedures surrounding child absence from the setting.

### REPORTING AN ABSENCE

If your child is unable to attend nursery on their scheduled day, you must notify us **by 10.30am on the first day of absence** and continue to inform us **daily** for the duration of the absence. You can report absences via:

- Telephone
- Family App

### UNEXPLAINED ABSENCES

Children's attendance is monitored closely. If we do not receive an explanation for your child's absence by **10.30am**, we will attempt to contact you. If we are unable to reach you within **48 hours** and still have no explanation, we may be required to notify **Children's Services**, in accordance with the **Children Act 2004**.

This procedure reflects guidance from the local authority and is in place due to past serious incidents where the absence of a child went unnoticed following a parent's illness or emergency. The sole purpose of this policy is to protect the safety and welfare of the child and their family.

### POLICY AIMS AND PRINCIPLES

This policy aligns with the vision and aims of The Sevenoaks Day Nursery by:

- Encouraging parents, carers, and staff to prioritise attendance to maximise children's learning and development.
- Outlining clear procedures for parental involvement and attendance communication.

### PARENTAL RESPONSIBILITIES

- Notify the nursery of your child's absence by **10.30am** on the first day and each day following.
- Use telephone, or the Family App to report absence.
- Work in partnership with the nursery to address any barriers to regular attendance.

### STAFF RESPONSIBILITIES

- To sign children in on the Family App when they arrive at the nursery.
- Follow up on unexplained absences by contacting the parent/carer, if not heard from parent/carer by **10.30 am**.



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- If no explanation is provided for an absence, this will be marked on Family and a note will be made on the child's profile.
- Report persistent or concerning absences to the Manager.
- The Manager will take appropriate action and may contact Children's Services if necessary.

This policy was adopted by the Trustees of Sevenoaks Day Nursery CIO in November 2025.

A handwritten signature in black ink, appearing to read 'Stephanie Jenkinson', with a long horizontal flourish extending to the right.

Stephanie Jenkinson  
Chair