



Senior Manager & Nominated Individual: Miss C Bates

Initial Policy date	September 2025	Next scheduled review	October 2026
Resource and Nursery Governor approved	September 2025	Key person/people	NI / Rotherly Manager
Model policy		Model localised	

Child Absence Policy

At Rotherly Day Nursery we are committed to ensuring the safety, wellbeing, and consistent development of every child. We recognise that regular attendance is vital for children to fully benefit from the experiences we offer. The aim of this policy is to encourage parents, carers and colleagues to prioritise children's attendance to maximise children's learning and development.

Absence monitoring is now considered a **safeguarding issue**.

Nursery assistants are trained to recognise that unexplained or frequent absences may signal **neglect, abuse, or family stress**

If concerns arise, the nursery will escalate to the **Designated Safeguarding Lead (DSL)** and potentially involve external agencies

All contact attempts and outcomes will be recorded in the child's attendance file

If no contact is made and welfare concerns persist, nurseries must follow their **internal safeguarding procedures**, which may include:

- Written communication to parents
- Home visits
- Referral to social services or police

Contact Details

Parents must provide up to date contact details, including telephone number and email address, and inform the setting if this changes. Parents must also provide details of an emergency contact. These details should be given during the induction process.

Reporting an Absence

If your child is unable to attend nursery on their scheduled day either due to holiday or sickness, you must notify the setting by 9:30am on the first day of absence. You can report your child's absence via:

- Family app
- Email- nursery@rotherly.co.uk
- Telephone- 01962 840080

Unexplained Absences

If the nursery has not been made aware of a child's absence, the child's key person will call parents by 10am. Children's attendance is monitored closely, a record of this will be kept on the Family app. 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.

Late Collection

If your child is not collected by the end of their registered session the nursery will call parents/ carers every 5 minutes. If after 10 minutes no contact has been reached with the child's parents, the nursery will make contact with the emergency contact numbers. If your child has not been collected by 1 hour after the nursery session, and no contact has been made by you, and if nursery colleagues fail to make contact with any of the emergency contact numbers, we will report the situation to Children's Services in the first instance as well as Ofsted.