



HUMPTY DUMPTY PRE-SCHOOL

All Saints Centre, New Road, Hackbridge, Surrey CR4 4JN

Humptydumpty17@virginmedia.com

07729 434226

ATTENDANCE POLICY

AIMS

Here at Humpty Dumpty Preschool, we are committed to meeting our obligations of starting school life the way it should continue, with children loving Nursery and having a good attendance because of this.

- Promoting Good Attendance
- Reducing absence, including persistent & severe absences
- Ensuring children have access to the education to which they are entitled, and to maximise the learning experience in order that all children reach their full potential.
- Building strong relationships with parents to support them with any absences that become ongoing.

Should your child be unable to attend our setting on their nominated days, we would ask that you give us a call/text first thing in the morning, and give us an explanation as to why they will not be in, it is your responsibility as a parent to contact us whenever your child is absent, and subsequently every day after this that they are absent. This will be noted in our Absence Book. Children's attendance will be monitored closely.

If we do not hear from you, we will endeavour to call you that day, to see why your child has not been in. If we do not hear from you or cannot contact you within 48 hours by phone, we will have no choice but to contact Children's Services (this is in accordance with the Children's act 2004)

Attendance Policy cont...

We are being asked to follow up on all children's absences from the first day of absence. This is because there have been tragic cases of children not turning up at nursery because their parents have fallen ill or had a serious accident, with nobody realising for some time and the child is unable to help.

The aim of this procedure is solely to keep all concerned (child and parent) safe.

PRINCIPLES

Regular and punctual attendance is of paramount importance in ensuring that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late and research has shown the negative effect of absence.

LATE ARRIVAL

Children should be at nursery, on time, every day the setting is open, unless the reason for the absence is unavoidable. Permitting absence from pre-school or a funded 2-year-old place without a good reason must be acted upon by the setting. Children should arrive at the setting no later than 9.40am for morning registration and no later than 12.40 for the afternoon registration. Notes are recorded as to reasons for late arrival. We try everyday to get the children ready for big school, and this includes arriving on time. Registration is at 9.45 in the morning and 1.45 in the afternoon. When arriving late this can disturb our registration and circle time, so please try to attend on time as this is good for the children for their routine. If a child is reluctant to attend the nursery, communication between parent and their keyworker is encouraged.

CONSTANT ABSENCES

It is never better to cover up their absence or to give into pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse. Every half-day absence must be classified by the nursery (not by parents/carers). Therefore, information about the cause of each absence is always required by the setting.

Attendance Policy cont.....

As an Early Years setting, we actively encourage parents to support us with this policy, as our absence statistics are scrutinised by Ofsted and have an impact on the overall judgement a setting is given.

Parents/carers are expected to contact the setting at an early stage and to collaborate with the staff in resolving any problems together. If difficulties cannot be sorted out in this way, the setting may refer to the child to the Children's services.

THE ROLE OF STAFF

A register is taken each morning and afternoon at the beginning of each session. If parents/carers have not explained the reason for absence by 10 am, the Manager will ring the parent, if no explanation is given, we will enter this as unauthorised. If absences become a concern, we will contact the parents and discuss attendance issues with them.

PROCEDURE

Absence is either authorised, such as in the case of illness or of religious/cultural observance, holidays or unauthorised, when there is no reason given for such absence or when it is considered that the explanation is unjustified or unreasonable.

This policy was revised and updated September 2026
It will be reviewed annually