If your child should be unable to attend our setting on their nominated day, we would ask that you call us to give an explanation by phone, text, Tapestry App or email. When your child returns to Grove Villa Nursery you will be asked to sign an absent form stating the reason for the  
absence. If we do not have an explanation of absence, we will endeavour to contact you that day. If we fail to make contact within 48 hours by phone or mail, this may result in Grove Villa contacting Children’s Services. (This is in accordance with the Children’s Act 2004.)

This policy reflects the vision and aims of this nursery by:

* Encouraging staff, parents/carers, and children to maximise the learning experience in order that all children reach their full potential.
* Providing clear procedures for involving parents/carers relating to the setting attendance.

**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.

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 on time. Notes are recorded on the register as to the reason for the late arrival. If a child is reluctant to attend the setting, communication between parent and nursery is encouraged.

It is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.

As an Early Years setting, we actively encourage parents to support us in 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 work with the staff in  
resolving any problems together. If difficulties cannot be sorted out in this way, the setting may  
refer the child to the Children Services.

It is the parents’/ carers’ responsibility to contact the setting either by telephone or in writing via  
email or Tapestry app whenever the child is absent. This must be on the first day of absence by 9.30am and subsequently on a daily basis.

**THE ROLE OF STAFF**

The staff within each room complete a register at the beginning of each morning and afternoon  
session. If parents/carers have not explained the reason for absence by 9.30am, the room leader, key person or Office will ring the parent. If no explanation is given the nursery enters this as unauthorised. When appropriate, practitioners raise any concerns with the Manager who takes appropriate action when absences is a concern and contacts the parents/carers to discuss attendance issues.

**PROCEDURES**

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.

Monitoring of these records will take place regularly and letters and/or meetings will be  
sent/arranged by the setting, including a referral to the Children Services, where necessary.

If absence is a persistent problem (15% or more) a meeting will be arranged at the setting with the parent and Manager.

**ARRIVAL TIMES AND LATENESS**

In pre-school we are trying to get children ready for school, so it is essential for your child to attend on time. When children arrive late this can disturb our registration and circle time so please try to attend as it is good for the children for their routine and they miss out.

Grove Villa Nursery adheres to the Early Years Foundation Stage Curriculum and  
acts on advice given by the Cambridgeshire County Council in conjunction with Ofsted

**Absent Child Policy** Is effective **from: 28/09/21 until further notice**

I have read and been informed about the content, requirements, and expectations of the **Absent Child Policy** for employees at Grove Villa Childcare.

I have received a copy of the **Absent Child Policy** and agree to abide by the policy guidelines as a condition of my employment and my continuing employment at Grove Villa Childcare.

I understand that if I have questions, at any time, regarding the **Absent Child Policy**, I will consult with my immediate manager / supervisor.

Please read the **Absent Child Policy** carefully to ensure that you understand the policy before signing this document.

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