



Attendance Policy

Aim

The purpose of this policy is to ensure consistent attendance of children enrolled at the nurseries, to support their development, maintain staff-child ratios, and facilitate effective planning of activities and meals.

Attendance

Berkhampstead Day Nurseries are committed to promoting high levels of attendance, in accordance with their booking pattern. It is important to enable children to become settled and have the opportunity to access high quality early years education and care, to support their learning and development.

Although we recognise that attending nursery is non-statutory, we also recognise the value of working together with parents and carers to establish good routines and positive patterns of attendance, which will help their children throughout their schooling and adult life. We monitor Attendance as part of our Safeguarding obligations.

Informing the Day Nurseries of Absence

If children are absent from Nursery School due to illness, they need to stay at home until they are better. Please ensure that you inform the office either by telephone call 01242 523263 (option 2 for Pittville Circus, option 3 for Charlton Kings) or email the relevant nursery office; Pittville Circus - nurseryoffice@berkhampsteadnursery.co.uk or Charlton Kings – office.charltonkings@berkhampsteadnursery.co.uk, as soon as you are able to do so.

We follow the Guidance on infection control in schools and other childcare settings for exclusions and reporting, published by the Public Health Agency.

Policy reviewed – January 2025

Policy to be next reviewed – January 2026 Day Nursery Manager and
Director of Day Nurseries

Please refer to our Health, Care and Hygiene Policy for further details to child specific illnesses
<https://www.berkhampsteadschool.co.uk/cms/resources/health-care-hygiene-policy-2025.pdf>

If your child is going to be absent for another reason, such as an appointment or holiday, please inform the office with plenty of notice.

Attendance process

If your child has not arrived by 9am for morning or all-day sessions, or 2pm for afternoon sessions, we will message the parents directly via Famly, our nursery monitoring and management system. If we did not hear back from the parents via Famly within an hour, we will follow up with a phone call.

If we had no contact from parents at this stage, we would move onto calling the emergency contacts listed when you first signed up to the nursery. If we are unable to reach you within 48hrs and still have no explanation, we may carry out a home visit.

While the EYFS does not say “you must conduct a home visit,” it requires providers to follow their safeguarding policy, which usually includes:

- Attempts to contact parents/carers by phone/email.
- Attempts to contact emergency contacts.
- If there is still no contact and there are welfare concerns, informing the local authority children’s social care or Early Help team.
- In some cases, a home visit is undertaken as part of that welfare check — often in partnership with the local authority or a designated safeguarding lead.

If a Home Visit is Considered

If a home visit is done, it will:

- Be risk-assessed (staff safety).
- Be conducted ideally in pairs.
- Be documented.
- Be in accordance with our safeguarding procedures.
- Lead to a referral if there are any signs of concern.

Policy reviewed – January 2025

Policy to be next reviewed – January 2026 Day Nursery Manager and
Director of Day Nurseries

Monitoring absences / Safeguarding ...

Family, as well as staff, will monitor attendance so we can observe any patterns or frequent attendance concerns. If frequent absences are linked to safeguarding concerns, or if a parent cannot be contacted, staff must follow Safeguarding procedures, including reporting to the Designated Safeguarding Lead (DSL) and the local authority.

Policy reviewed – January 2025

Policy to be next reviewed – January 2026 Day Nursery Manager and
Director of Day Nurseries