

Bizzie Lizzies Nursery and Pre School.

Nursery Ofsted URN- EY392303
Pre school Ofsted URN – 2549120
RP number - 906327

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Attendance and absent children

Introduction

At Bizzie Lizzies, we believe that regular attendance is crucial for children's **development, wellbeing, and sense of belonging**. Consistent attendance enables children to form secure relationships, benefit fully from our provision, and make the best possible progress within the **Early Years Foundation Stage (EYFS)**. This policy sets out the expectations for attendance, procedures for reporting absences, and the setting's responsibilities in monitoring and following up on non-attendance.

Booked Hours and Attendance

- Children are booked into agreed sessions/hours and are expected to attend those sessions regularly.
- Attendance is monitored closely to ensure children benefit fully from the provision and that their place is used effectively.

Reporting Absence

- Parents/carers must notify the setting **before the session begins** if their child will not be attending, stating the reason for absence (e.g., illness, holiday, family reasons).

- Notification can be made via **phone, Family App, or in person**.
- If a child is absent and the setting has not been informed, staff will **follow up with parents/carers the same day** to ensure the child's safety and record the reason for absence.
- If no contact is made within **48 hours**, the setting will contact **Children's Services**, in accordance with the Children Act 2004.

Fees and Charges

- Booked hours remain **chargeable**, whether or not the child attends. Fees are for the space reserved for the child, not on actual attendance.
- This ensures the **sustainability of the provision** and secures staff availability for agreed sessions.

Legal Obligation

- Under the EYFS and safeguarding frameworks, the nursery is **legally required** to record children's attendance and reasons for absence.
- Attendance records are maintained accurately and securely in line with statutory requirements and may be shared with **Ofsted** or the **Local Authority** if required.

Infrequent Attendance

- If a child's attendance is overly infrequent and considered **detrimental to their development**, the setting will review the situation with parents/carers.
- If consistent attendance cannot be maintained, the nursery reserves the right to **withdraw the child's place** and offer it to another family.
- This ensures all children benefit fully from the opportunities provided.

Monitoring and Review

- Attendance is reviewed regularly to ensure children are engaging consistently with the provision.
- Any concerns regarding a child's attendance will be **discussed with parents/carers** in the first instance.

- This policy will be reviewed **annually**, or sooner if statutory guidance changes.

Links to Other Policies

- **Safeguarding Children Policy** – Ensuring the welfare and safety of all children is paramount.
- **Sickness Policy** – Guidance on reporting illness, preventing the spread of infection, and protecting vulnerable children.
- **Recording and Reporting Incidents Policy** – All absences and concerns are accurately recorded and reported, as required, to safeguard children.

Principles

- Regular attendance is essential to ensure children have full access to the curriculum; missed sessions reduce valuable learning and exploration time.
- Families must **inform the setting of illness** as early as possible to manage the potential spread of contagious illnesses (see Sickness Policy).
- Children should attend nursery **on time, every day**, unless absence is unavoidable.
- Persistent nonattendance from funded places without good reason may result in the **space being withdrawn**.
- For children reluctant to attend, staff and parents should **communicate and support smooth transitions**.
- Parents/carers are responsible for contacting the setting **on the first day of absence by 9:30am** and each subsequent day until the child returns.

Role of Staff

- Staff complete the **register at the beginning of each session**.
- If absence is unexplained by 10am, staff will **contact parents/carers**. Unexplained absences are recorded.
- Concerns about attendance are raised with the **Manager**, who takes appropriate action, including **discussion with parents/carers**.

Arrival Times

- Pre-school prepares children for school, so **regular and punctual attendance is essential**.
- Late arrivals disrupt registration and circle time, impacting the group's routine.
- Parents/carers must **inform the room** if a child will be late, including an estimated arrival time.
- Families are asked to **consider the impact** of lateness on group activities, outings, and planned sessions.