

Attendance&Absence Policy

At Vineyard Organic Day Nursery, we are committed to promoting excellent levels of attendance and punctuality, as we endeavour to enable children to take full advantage of the care and educational opportunities available to them. In doing so we work in close partnership with parents to promote regular attendance as this will:

- Help the child develop a sense of routine and make them feel safe and secure while they bond with the teachers and interact with their peers.
- Help the teachers get to know the child better and develop appropriate strategies to support their learning and development.
- Help parents to develop a good understanding of their child's nursery routine.

Absence due to illness or any other reason

Parents are required to inform the nursery by email should their child be unable to attend nursery. In doing so the cause and duration of the absence must be specified. A doctor's note will be required for sickness-related absences in excess of 5 days and any hospitalization longer than 24 hours.

Parents are expected to inform the nursery of any planned or unplanned absences of their child. The nursery will contact parents/emergency contacts at 2:00 pm of their child's first day of absence if have not been informed.

We will consider patterns and trends in a child's absences and their personal circumstances and use our professional judgement when deciding if the child's absence should be considered as prolonged. Consideration will be given to the child's vulnerability, parent's and/or carer's vulnerability and their home life.

In line with our safeguarding policy any concerns will be referred to local children's social care services and/or a police welfare check requested.

Holidays

Parents are asked to inform the nursery should their child be taking leave from nursery to travel. The dates and duration of this absence must be specified in the email.

Procedures for following up absence:

- Staff note all absences in their register.
- Parents who have not already contacted the nursery to report their child's absence will be contacted on the first day of their child's absence at 2:00 pm.
- If a child is persistently absent the Head Teacher will contact parents and if this continues the Head Teacher will invite the parents into nursery to discuss the problems.

Recording Children's Attendance

As required, by the London Borough of Richmond upon-Thames Education Authority:

- We will complete attendance registers, at the beginning of each session.
- We will differentiate in the registers between absence for medical reasons and holidays.

Date Adopted August 2023

Revised: September 2025

Revision Date 2027