



Wings Nursery Attendance Policy

It is the aim of Wings Nursery to ensure that all children develop a love of learning, are settled and happy and have high levels of wellbeing to enable them to reach their full potential in their time with us. Our attendance policy reflects this and recognises that regular attendance plays a part of this and has a positive effect on the attainment of all children.

As part of our attendance policy, we will only offer places for a minimum of two three-hour sessions a week. Children need at least two sessions a week in order to be able to build relationships with staff and other children that will enable them to grow and learn. Having long gaps between sessions and not spending enough time within the setting does not allow the staff to gain real insight into a child and this does not help to promote the wellbeing and development of children.

It is essential that children develop regular attendance habits from an early age. If a child is unable to attend Nursery for any reason, the parent/carer should inform the setting of the reason as soon as possible. If the Nursery are concerned about a child's attendance for any reason, we will contact the parents/carers to discuss the matter.

Attendance will be monitored and supported for every child in the setting regardless of free or paid places, race, religion, ability, ethnicity or gender. We encourage our parents/carers to keep us up to date with any periods of time that their children will not be attending Nursery due to sickness, holidays or special occasions etc.

What Should you do?

- Make sure your child attends agreed Nursery sessions.
- If your child will not be attending their agreed session you should inform the nursery on the first day of your child's absence or prior to their first day if possible.

What we will do

- If a call or email is received informing the nursery of a child's absence, the person taking the call will inform the room where the child is based. The team in that room will make a note of the absence on the register and also record it in the room's chronology file.
- The nursery team will also attempt to make contact with parents/carers of a child where no phone call or email has been received.
- If a child has missed ten sessions and parents/carers have not been in contact with the nursery then the manager/deputy will attempt to contact the parents/carers by phone or email. If there is no response, the nursery manager/deputy will phone the emergency contact details listed on the child's registration forms.
- If the nursery manager/deputy is unable to contact the parents/carers or the emergency contacts by phone or email they will complete a blue form with all details of attempted contact and a decision as to next steps will be actioned by one of the Designated safeguarding leads.



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