



CHESTNUT NURSERY SCHOOL LIMITED- ATTENDANCE POLICY

This policy outlines the safeguarding and attendance expectations within Chestnut Nursery Schools. We are committed to promoting the welfare of all children and ensuring they are safe, secure, and regularly attending in line with statutory requirements and best practice.

At Chestnut Nursery School we believe safeguarding is not just the duty of the Designated Safeguarding Lead (DSL), but the responsibility of every adult working with children — including staff, volunteers, visitors, and external professionals.

Every member of staff is expected to:

- Be alert to signs of abuse, neglect, or emotional harm.
- Take all concerns seriously — no concern is too small.
- Report concerns without delay to the DSL or Deputy DSL.
- Maintain professional curiosity and follow the “it could happen here” approach.
- Understand the setting’s safeguarding procedures and attend regular training.
- Promote an environment where children feel safe, listened to, and respected.

We foster a culture of vigilance, openness, and transparency. Through consistent communication and teamwork, we create an environment where children's welfare is paramount, and concerns are never ignored or dismissed.

Aims of the Policy

- Ensure the safety and wellbeing of all children in our care
- Promote regular attendance to support development and early learning
- Identify and respond to potential safeguarding concerns early
- Work in partnership with parents/carers and external agencies

Attendance Expectations

Regular attendance is vital for children’s development, especially in the early years where routines and learning form essential foundations.

Parents/Carers Responsibilities

- Ensure children attend regularly and punctually
- Inform the setting by [insert time, e.g., 9:00am] if their child will be absent
- Provide reasons for absence

Setting Responsibilities

- Record daily attendance and monitor patterns of absence
- Contact parents on the first day of an unexplained absence
- Escalate concerns when attendance is irregular, or absences are unexplained

Monitoring and Follow-Up Procedures

We follow a four-tier approach to managing attendance concerns:



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- **Early Monitoring:** Identify patterns of frequent absences or lateness.
- **Initial Contact:** Discuss concerns with parents/carers to offer support.
- **Referral:** If no improvement, refer to local Early Help or safeguarding services as appropriate.
- **Home visits may be arranged for several reasons, including** as part of the induction process before a child starts at the setting. To build relationships with children and families in a familiar environment. To support families with attendance, wellbeing, or engagement concerns. As part of follow-up on safeguarding concerns, such as repeated unexplained absences.

Safeguarding and Absence

Unexplained or continual absences, contact must be made with the parent or carer as soon as possible to establish the reason for the absence. If a child is absent without explanation for two or more consecutive days, it is the responsibility of the Key Person/Room Leader to raise the absence with the Nursery Manager. Should the absence continue beyond this period or if safeguarding concerns arise, the matter must be escalated to the Multi-Agency Safeguarding Hub (MASH) in line with the nursery's safeguarding procedures. All contact attempts and actions taken must be accurately recorded and stored securely, following data protection and safeguarding guidelines. Should we feel that a child's absence is an immediate risk to their safety or wellbeing, then a call to **999** will be made for a police welfare check

Staff Training and Responsibilities

All staff must:

- Understand the link between attendance and safeguarding.
- Report attendance concerns to the Nursery Manger & Designated Safeguarding Officer.
- Maintain accurate attendance records.

Confidentiality and Record-Keeping

- Attendance and safeguarding records are kept securely and in line with GDPR.
- Information is shared only with relevant staff or agencies.