



**The Burrow**  
**Policies and Procedures**



## 1. The Child

The Burrow is committed to Safeguarding and Promoting the Welfare of Children and Young People and expects all staff, students and volunteers to do the same. Safeguarding children is everyone's responsibility.

### 1.9 Attendance Policy

#### **Policy Statement:**

Good attendance and punctuality play a crucial role in supporting children's development and well-being. Establishing regular routines for young children supports the settling-in process and enhances their sense of security and belonging. At The Burrow we aim to maximize a child's learning and development by encouraging consistent attendance.

This policy sets out how we aim to work in partnership with our parents to encourage good attendance and punctuality, the procedures we have in place to promote and monitor attendance, report absences, and the steps we will take in cases of unexplained or prolonged absences, whilst monitoring it in line with the **EYFS 2025 (App OS3)**.

#### **Procedures:**

- Reporting an absence**

If a child is unable to attend nursery on their scheduled day, parents are asked to notify us by 9:15 a.m. on the first day of absence and continue to inform us daily for the duration of the absence. Absences can be reported via telephone or email. These will then be recorded in our register using the appropriate letter to explain the reason for the absence.

- Unexplained Absences**

If a child is absent and we have not received an explanation for the absence by 10 a.m. we will attempt to contact the parents. Should this not be possible, we will then attempt to contact the emergency contacts of the child. Parents of children starting at the setting are asked to provide specific information to enable us to contact them when necessary, which is recorded on our **Registration Form (App 1.3a)**.

- Prolonged Absence**

A prolonged absence is generally defined as two consecutive sessions without a valid explanation. In such cases, we will make repeated attempts to contact the family and may consider making a home visit or other interventions e.g. escalating the situation to the Local Authority to ensure the child is safe and well.

- Late Arrival**

Late arrivals disrupt the class and cause children to miss out on valuable curriculum time and activities. All children should arrive within 10 minutes of their designated arrival time e.g. 8.30-8.40 a.m./9-9.10 a.m. A register is taken as children arrive and any children who are not in attendance by 9.10 a.m. for whom we have not received a reason are marked as absent and the absence procedures as outlined above are followed.

- **Late Collection**

Parents are requested to call us as soon as possible to advise if they will be late collecting their child and giving their expected time of arrival. Parents should make every attempt to ask a designated adult to collect their child for them and inform us of this person's identity. We will inform the child of who will be collecting them and if the person is someone who has not collected before, we will ensure the person is known to the child before releasing him/her into their care.

On occasions when parents know at drop off that they, or any persons normally authorised to collect the child, are unable to, they provide us with details (recorded in the 'Gate Book') of the name of the person who will be collecting their child. We agree with parents how to verify the identity of the person who is to collect their child.

- **Uncollected Child**

In the event that a child is not collected by an authorised adult at the end of a session, The Burrow follows our **Uncollected Child Procedures (App 1.9a)**, which are displayed in the setting. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child. The child will continue to receive a high standard of care in order to cause as little distress as possible. A written report of the incident is recorded in the Central Safeguarding File using the **Discussion/Event Log (App 1.2c)**.

- **Support for our Families**

We offer support to families who may be experiencing challenges surrounding attendance and punctuality for example by allowing flexible arrangements around drop off and collection.

**Signed:** *L.B. Mee*

**Name:** Lynn Mee

**On behalf of The Burrow Nursery**