The Roche Nursery School

Attendance Policy

Policy Reviewed September 2026
Next Review Date: Autumn 2027

At The Roche Nursery School we recognise the importance of monitoring children's attendance in the Nursery. This policy forms part of our procedures and responsibility for safeguarding children. Whilst we understand that attendance at Nursery is non-compulsory, we promote regular attendance in order to ensure continuity of education and full access to the Nursery curriculum. The Nursery will be mindful of patterns of absences and may feel it necessary to discuss this with the parents if it is creating obstacles to the child's learning or well-being.

In order to manage absences effectively we adhere to the following procedures:

Step 1

We request that parents inform the Nursery of any planned absences e.g. holidays or medical appointments. This information should be sent to the Nursery Manager by email. The relevant information will be transferred to the register for that day.

Step 2

Parents must contact the Nursery by telephone (0208704 4857) or via email on keswick@therocheschool.com if their child will be absent that day e.g. owing to illness, or if they will be delayed in arriving e.g. transport problems by 9.30 a. at the latest.

Step 3

If a child does not attend a session for which they are registered and we if communication or an explanation from the parents have no been received, the Nursery Manager Lisa Christou or Head of Nursery Gabriella Emery will telephone the child's parents that day by 9.30 a.m. to seek a reason for their absence, leaving a message if necessary. The register will be updated accordingly. If the child then resumes normal attendance, no further action will be taken unless there are other signs that the child is at risk.

Step 4

If the parents do not respond to the telephone call or message and the child does not return to Nursery for their next registered session, another attempt will be made to contact the parents by telephone. If there is still no reply, an email will also be sent to the parents, explaining that we are concerned as we have not been able to contact them. Parents will be asked to contact the school immediately and they will be informed that we will try to contact all the people on

the child's emergency contacts list if we do not hear from them by the following working day.

Step 5

If we still have not had a response from the parents by the next working day we will contact all the people on the emergency contact list. We will ask whether they know any explanation why the child should be absent e.g. that the family has gone on holiday or if they have had contact with the child/parents. If one of the people listed on the emergency contact list has seen the family or is able to give an explanation for the absence, we will explain that we need to be able to speak to the parents directly. If they have different or additional means of contacting the parents, we would ask them to let the parents know that we need to speak to them urgently. If we are unable to get any response from any of the emergency contacts, or if they have not had contact with the child or family either, we will make one last attempt to contact the parents by all their listed contact numbers and email addresses, explaining that if we have not heard from them by the following day, we will contact the Wandsworth Multi-Agency Safeguarding Hub (MASH).

Step 6

If we still have not had a satisfactory explanation from the parents by the following day, the Nursery Manager, Head of Nursery Schools and DSL will contact MASH to seek advice, alerting them to the fact that a child has gone missing from the Nursery and we have been unable to contact the family.

Children of Nursery age can be prone to infections and illness and so may have repeated absences for illnesses. However, if a member of Nursery staff feels concerned that an explanation provided by a parent for absence may be inaccurate, for example, because of a remark made by the child, or that the absences are particularly frequent or long lasting and are not consistent with the explanations provided, they should raise this with the Designated Safeguarding Lead , Lisa Christou or the Deputy Designated Safeguarding Lead Gabriella Emery. depending on the circumstances, the DSL may seek further information from the parents, or complete a MARF for direct referral to the MASH team, if there are concerns that a child is at immediate risk of suffering harm.

Attendance is monitored regularly and an individual absence record is drawn up for each child and monitored for any patterns of absence or necessary actions by Nursery Manager. This record is signed off by Head of Nursery.

Policy reviewed by Gabriella Emery Head of Nursery School

1.09.2026