

Attendance Policy

At Jitterbugs Nursery, we aim to create a supportive environment that balances the importance of regular attendance with the unique needs of young children and their families. Establishing good attendance habits early in life is essential for children to gain the full benefits of early education. This policy outlines our approach to encouraging regular attendance while remaining sensitive to individual circumstances.

The benefits of attending nursery regularly:

- Regular nursery attendance helps children interact with peers, improving their communication and social skills. Attending nursery will also benefit the children in other areas of development.
- Structured activities at nurseries enhance problem-solving abilities and critical thinking.
- Exposure to books, toys, and educational activities fosters creativity and language development.
- Trained staff at nurseries can identify and address developmental delays or other concerns early on.
- Nurseries provide a structured environment, helping children adapt to routines.
- Helps children adapt to routines and prepare for school.

At Jitterbugs we will:

- Regularly log and monitor attendance to identify patterns of non-attendance.
- Follow the 'children's absence procedure' (see next page) in the event a child is absent, and the parent has not notified the nursery.
- For extended or frequent absences, staff may follow up to ensure child welfare and offer support to the family if needed.
- Poor or unexplained attendance can be a safeguarding concern, prompting further action required by staff to ensure the child's safety and well-being.
- Some situations may involve external agencies if attendance raises serious concerns.
- We recognize that young children are more prone to illness and families may need flexibility.
- Staff will have open communication channels with families to ensure understanding of attendance expectations and individual family needs.
- Ensure that we have at least two emergency contacts for each child

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>September 2026</i>	<i>Katie Turrell</i>	<i>2 years</i>

Children's absence procedure

The child is absent from nursery and has not arrived for their session. It is now 10 a.m. for morning/full-day sessions or alternatively 2 p.m. for afternoon session.

Check the online system and with the office for any messages

No message

Try and phone the child's main contact

No answer

Leave a voicemail and leave for 30 minutes to give the contact a chance to return the call.

No call back

Send a message through parent admin and try the main contact again and if there has been no call back or message within 30 minutes then ring the child's second emergency contact.

No contact made

Continue this process with the child's emergency contacts until contact is made regarding the child's absence.

Monitor the child's absences and any patterns that arise.



Speak to the safeguarding leads and management if you are concerned about a child's attendance.



Log the absence on the system and the reason why. Log any concerns on a contact log if you feel necessary.