



Policy: Nursery and Pre-school Attendance & Absence Policy

Policy reference no: 58

Date: September 2025

Person responsible for policy: Stephen Dean, Chief Executive Officer

Authorised by: Board of Trustees

Review date: December 2027

This Policy applies to all schools within the Primary QuEST Multi-Academy Trust. Primary QuEST is a Church of England Trust which seeks to ensure all pupils flourish, together in a supportive and caring environment.

Flourishing together through LIFE

This policy links to: The Early Years Foundation Stage (DfE 2025) Statutory Framework—Setting the standards for Care, Learning and Development of children from birth to five

Other Policies: PQ Safeguarding & Child Protection Policy

Children being absent from early years settings repeatedly, or for prolonged periods of time, may be a vital warning sign for a range of safeguarding issues. There have been incidents where serious harm to a child may have been prevented if an absence from their early years setting had been reported to social services and/or the police.

1. ATTENDANCE

1.1. Children attend Nursery on a fixed booking pattern, with set days and times per week initially requested on their Registration Form, with final day/session times confirmed via email.

1.2. Children are welcome to amend their fixed booking pattern by notifying the nursery. Increase in days/sessions are offered as soon as possible, and a reduction in attendance requires one term's notice (to coincide with the Headcount for Funded children).

1.3. While it is not compulsory for children to attend Nursery, we monitor children's attendance and patterns of absence.

2. ABSENCE

2.1 Families are requested to notify the Nursery of absence for a pre-planned reason.

2.2 Families are requested to telephone the Nursery/Preschool in the event of an unplanned absence (due to illness, etc)

2.3 A member of staff will telephone to check on the wellbeing of an unexplained absent child. They will firstly contact the primary home contact(s), and then with those additionally listed on the Emergency Contact form.

2.5 Unexplained absences are noted in the child's file.

2.6 Absences are regularly reviewed-should the Nursery have concern re: pattern, or for the explanation for absence provided, the Safeguarding team will look into trends, as well as the child's personal circumstances, using their professional judgement to decide whether an absence is considered prolonged.

2.7 The Safeguarding team will always give due consideration to the context of the child.

2.8 Should the Safeguarding team have concerns; these will be referred to children's social service and/or a police welfare check will be requested.