EDUART C.I.C. • HAPPY HOGLETS MULTILINGUAL NURSERY • OFFICIAL: SENSITIVE

Early Years Attendance & Absence Monitoring Policy

Unit 1, Wolseley Trust Business Park, Plymouth, PL2 3BY • EYFS Statutory Framework (Effective 1 September 2026)

Setting & Cohort: Happy Hoglets Nursery (Ages 2–5, Capacity 20)	**Responsible Organisation:** EDUART C.I.C.
Nursery Manager & DSL: Claudia Cristina Zolde (07445 961393)	**Deputy Manager & Deputy DSL:** Irina Ecaterina Matei (07494 781019)
Date Adopted: 01/09/2026 (Updated: 01/10/2026)	**Next Review Date:** 01/09/2027 (Annual or on legislative change)

1. Policy Statement & Safeguarding Link

At **Happy Hoglets Multilingual Nursery** (operated by **EDUART C.I.C.**), we recognise that regular attendance is vital for children's learning, language development, emotional wellbeing, and safeguarding. In accordance with the **Early Years Foundation Stage (EYFS) Statutory Framework (effective 1 September 2026)**, consistent attendance enables children to build secure attachments with their Key Person and ensures trusted adults maintain regular oversight of every child's welfare.

We work in respectful, culturally sensitive partnership with our multilingual families to promote positive daily routines, identify barriers to attendance early, and follow up unexplained absences promptly.

2. Why Regular Attendance Matters

- Supports continuous progress across all seven areas of the EYFS curriculum and multilingual language acquisition.
- Builds predictable daily routines, independence, emotional security, and peer friendships.
- Maintains consistent contact with trusted practitioners, supporting early help and safeguarding vigilance.

3. Session Times & Punctuality Expectations

- **Morning Session:** 9:00 am onwards (children arriving for morning outdoor discovery at Wolseley Trust Community Garden must arrive promptly so transitions and headcounts are uninterrupted).
- **Afternoon Session:** 12:30 pm onwards.
- **Late Arrivals:** If a child will arrive late, parents/carers must notify the nursery by telephone or message before the session starts. All arrival and departure times are logged accurately in the daily room register.

4. Parent & Carer Responsibilities

- Notify Happy Hoglets by **9:00 am** (or before 12:30 pm for afternoon-only sessions) on the first day of absence, stating the reason and expected return date.
- Provide **at least two emergency contacts** (in addition to parents/carers) upon registration and notify the Nursery Manager immediately of any changes to phone numbers, home addresses, or authorised collectors.
- Inform the nursery in advance of planned medical/dental appointments, family travel, or exceptional family circumstances.
- Follow our exclusion periods for infectious illnesses (e.g., 48 hours clear after vomiting or diarrhoea) to protect all children and staff.

5. Setting Responsibilities & Unexplained Absence Follow-Up

Happy Hoglets maintains accurate daily arrival/departure registers and monitors attendance patterns. If a child has not arrived within **30 minutes** of their expected session start time without prior notification, staff will execute the following mandatory steps:

1. **Primary Contact (by 9:30 am / 1:00 pm):** Telephone and message Parent/Carer 1 and Parent/Carer 2 using all numbers held on the child's registration file.
2. **Emergency Contacts (by 10:00 am / 1:30 pm):** If parents cannot be reached, telephone the child's nominated emergency contacts in order.
3. **Written Chronology Log:** Record the exact time, method, and outcome of every contact attempt in the nursery's Attendance & Absence Log.
4. **DSL Escalation:** Report any unexplained absence immediately to **Claudia Cristina Zolde (DSL)**, or to **Irina Ecaterina Matei (Deputy DSL)** in her absence.
5. **Welfare Check / Statutory Referral:** Where a child remains unaccounted for or there are existing welfare vulnerabilities, the DSL will consider an immediate home welfare visit or contact **Plymouth Families First – Children's Services (01752 668000)** or **Police (999)** without delay.

> **Safeguarding & Vulnerable Children Protocol:** Where a child is subject to a Child Protection Plan, Child in Need Plan, Early Help Assessment (EHAT), or is known to social care, the DSL will notify the allocated social worker on the **same day** of any unexplained absence in accordance with Plymouth Safeguarding Children Partnership procedures.

6. Planned Absences, Reduced Attendance & Inclusion

- **Planned Absences & Extended Family Visits:** Parents must notify the Nursery Manager in advance of holidays or extended visits abroad so educational continuity and funded entitlement rules are discussed transparently.
- **Individual Support & SEND:** Where a child with Special Educational Needs and Disabilities (SEND) or medical needs requires a phased settling-in or short-term reduced timetable, this will be agreed collaboratively with parents, the SENCO, and relevant professionals, with a formal 6-weekly review date.
- **Exclusion Policy:** Exclusion or suspension is never used in response to a child's SEND, language background, or attendance difficulties, and is only considered as an exceptional last resort where strictly necessary to protect safety.

7. Record Keeping & Confidentiality

All attendance registers, absence logs, and safeguarding follow-up records are stored securely in compliance with UK GDPR, the Data Protection Act 2018, and the Happy Hoglets Privacy Notice. Records are retained in accordance with statutory retention schedules and made available to Ofsted and Plymouth City Council early years/safeguarding officers upon request.

Policy Approval & Governance Sign-Off (EDUART C.I.C. / Happy Hoglets Multilingual Nursery)

Nursery Manager & DSL: Claudia Cristina Zolde	**Signature:** _____	**Date:** 01/10/2026
Deputy Manager & Deputy DSL: Irina Ecaterina Matei	**Signature:** _____	**Date:** 01/10/2026