



Absent Child Policy

Safeguarding and Welfare Requirement: Information and Records.

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

At Mosterton preschool, we are committed to ensuring the safety, wellbeing and consistent development of every child. Regular attendance is vital for children to fully benefit from the experiences we offer. This policy outlines the expectations and procedures surrounding child absence from the setting.

Reporting An Absence:

If your child is unable to attend preschool on their scheduled day you must notify us 09:30am on the first day of absence and continue to inform us daily for the duration of the absence. You can report absences via:

- Email – mostertonpreschool@gmail.com
- Telephone – 01308 868578

Unexplained Absence:

Children's attendance is monitored closely. If we do not hear for your child's absence by 10:00am, we will attempt to contact you. If we are unable to reach you within 48 hours and still have no explanation, we may be required to notify children's services, in accordance with the Children Act 2004.

This procedure reflects guidance from the local authority and is in place due to past serious incidents where the absence of a child went unnoticed following a parent's illness or emergency.

The sole purpose of this policy is to protect the safety and welfare of the child and their family.

Policy Aims & Principles:

This policy aligns with the vision and aims of Mosterton preschool by:

- Encouraging parents, carers and staff to prioritise attendance to maximise children's learning and development
- Outlining clear procedures for parental involvement and attendance communication

Key principles:

- Regular and punctual attendance is crucial for children's learning and well-being.
- Children should arrive on time every day the setting is open, unless absence is unavoidable.
- Unjustified or unexplained absences will be marked as unauthorised
- Parents should not conceal absences or make excuses. Open communication is essential.
- All absences must be classified by the setting, not the parent/carer



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As an Ofsted registered early years provider, our attendance records are scrutinised and contribute to our overall setting evaluation. Your support in maintaining strong attendance is vital.

Parental Responsibilities:

- Notify the nursery of your child's absence by 09:30am on the first day and each day following.
- Use telephone or email to report absence
- Work in partnership with preschool to address any barriers to regular attendance
- Attend meetings arranged to discuss ongoing or frequent absences

Staff Responsibilities:

- Complete registers at the beginning of each morning, completing throughout the day as the attendances
- Follow up on unexplained absences by contacting the parent by 10:00am.
- Mark absences as unauthorised if no explanation is provided
- Report persistent or concerning absences to the manager
- The manager will take appropriate action and may contact Children's services if necessary.

Types of absence:

- Authorised absences – May include illness, religious observance or holidays
- Unauthorised absences – Include no explanation or unjustified reasons.

Attendance records are regularly monitored. If your child is having repeated absences then a meeting with the nursery manager will be arranged to discuss the situation.

Arrival Times:

To help prepare children for school and support their routine:

- Morning registration is at 09:00am

Late arrivals disrupt the class and cause children to miss out on valuable activities such as registration and circle time. Please ensure your child arrives promptly for the start of their session.

Mosterton preschool follows the early years foundation stage (EYFS) curriculum and adheres to guidance provided by the local council and Ofsted.

Policy Review:

This policy is reviewed annually or in response to significant legislation change to ensure it remains current and effective

Date: September 2025

To be reviewed: September 2026