



General Welfare Requirement: Safeguarding and Promoting Children's Welfare  
The provider must take necessary steps to safeguard and promote the welfare of children

### Safeguarding children

#### Attendance Policy

#### Policy Statement

At Cherry Blossom Nursery and Preschool we believe regular attendance is important if a child is to be happy and settled. Routine, continuity and consistency are important factors that contribute to a child's well being and progress.

We believe that regular attendance ensures that the child is able to take full advantage of the learning and development opportunities available to them - giving each and every child the chance to reach their full potential.

We intend to create a culture in which good attendance is the norm.

#### Procedures

- All parents are made aware of the importance of regular attendance upon registration with us.
  - Parents/Carers understand that they need to inform nursery of any absence.
- Cherry Blossom Nursery and Preschool appoints a member of staff as Attendance officer who takes responsibility for ensuring contact is made and then if required forwards communication to a Designated safeguarding Lead.
- Cherry Blossom Nursery and Preschool monitors closely any absences and they are noted with name, date and reason.
- Register checks are carried out at 9.30am and 1.30pm to check of any absences that have not been reported - these are carried out by the most senior member in the classroom and then communicated to the attendance officer.
- If a child is absent without prior notice a call is made on day one to establish reason by the attendance officer.
  - Absences are recorded on the Nursery management system.
- The Designated Safeguarding Lead uses the system My Concern to track and monitor patterns of absences monthly.

***Attendance Officer: Karen Elliott***

***Designated safeguarding Leads: Hayley Donoghue, Emma Saxby, Karen Elliott, Ellice Meek***

What happens if no contact is made or there is a concern over child attendance?

If contact cannot be made with the Parent/Carer - the attendance officer will contact a secondary contact on the registration form.

**If further contact still cannot be made one of the following may be performed:**

- If the child is known to social services they may be informed of the absence.
- We may carry out a door knock to ensure the safety/well-being of the child/ren and parents.
- If still no response the managers/safeguarding lead will contact HV/Family support team at the local children's Centre or SPOA (if appropriate).
- At the discretion of the managers, a letter - recorded delivery - will be sent to the family.
- If after one month there has been no contact the child's name will be removed from the register and the place allocated to another child on the waiting list.
- If applicable - The local authority will be informed that the child has left nursery.

Date: 01/10/2025

*Karen Elliott*

*Hayley Donoghue*