Harvey Bears Nursery and Preschool
Child Absence Policy

Date of last review	September 2026
Signature of registered provider	*C. Hall* Committee Chair

In the updated Early Years Foundation Stage 2026, it states that "if a child is absent for a prolonged period of time, or if a child is absent without notification from the parent and/or carer, attempts must be made to contact the child's parents and/or carers and alternative emergency contacts".

Records will be kept on child absences. It is important to note that a nursery, pre-school or day care setting does not have the obligation for children to attend their sessions like a school setting does, therefore an absence is not an immediate cause for concern, however there are an array of reasons as to why children may be absent from Harvey Bears. Therefore, we contact the immediate careers of the family when children are absent on a day that they are booked in and no reasoning has been provided via communication to the setting. The date of absence is recorded, the information as to whether the family contacted the setting to inform us of the absence or whether we had to make contact to obtain this information. Reasoning provided for absence is also recorded. This process if for record keeping only and can help to identify any potential patterns or trends in the absence.

If we cannot contact the child's immediate carers, children's services will be contacted in a timely manner.

This policy reflects the vision and aims of Harvey Bears

- Encouraging staff, parents/carers and children to maximize the learning experience in order that all children reach their full potential.
- Providing clear expectations regarding attendance.

Principles

- Children's attendance at pre-school is not statutory, but regular attendance is important in ensuring that all children have full access to the curriculum.
- Permitting absence for funded children for a prolonged time must be monitored.
- If a child is reluctant to attend the setting communication between parents and Harvey Bears is essential.
- At Harvey Bears we encourage parents/carers to support us in this policy. Our absence figures can be scrutinized during an OFSTED inspection and reasons for absence checked.
- It is the responsibility of the parent/carers to contact the preschool on the first and subsequent days of absence, either on Famly, by email, text or phone.
- If absence is of concern, then it is the duty of the manager to discuss it with the parents/carers.

Policy Review

These policies and procedures are a working document and can be added to and changed as and when necessary.
This policy will be reviewed annually or when an incident occurs or there are new local or national policies and procedures. The review process will be led by the registered provider and the DSL and include all those working in the setting.