



Attendance policy

(including late collection or non-collection procedures)

At Stanmore Montessori we believe that regular attendance is crucial for children's development and well-being in their early years and essential if children are to be settled and take full advantage of the learning and development opportunities available to them at our setting. At a young age, continuity and consistency are important contributors to a child's wellbeing and development.

This policy outlines our expectations for attendance, procedures for reporting absences, and the actions we will take in cases of unexplained or prolonged absences. We are committed to ensuring the safety and well-being of all children in our care.

Expectations for Attendance

We expect children to attend their scheduled sessions regularly and punctually. Parents/carers are responsible for ensuring their child's attendance. If a child is unable to attend, or is delayed attending on time, parents/carers must notify us as soon as possible.

To promote good attendance, we will:

- Share our attendance expectations with parents prior to admission, including conveying clearly to parents that regular attendance and punctuality
 - Is expected
 - Is in the child's best interest, and
 - That unexplained absence will be investigated
- Keep records of attendance to enable monitoring and evaluation so that emerging patterns are addressed

Whilst attendance at nursery is not statutory, authorised absence will be granted in the following circumstances, where parents inform the nurse on the first day of absence or prior to the first day of absence:

- Illness of the child
- Illness of siblings or parents
- Bereavement
- Health services appointments
- Holidays, including extended visits to family overseas
- Religious observance
- Emergency or exceptional circumstances.

Reporting absence

Parents/carers must notify Stanmore Montessori of their child's absence on or before the day of the absence. Absences can be reported by telephone: 020 89541617 or via email: info@stanmoremontessori.co.uk. When reporting an absence, please provide the child's full name, reason for absence (e.g. illness, appointment) and the expected duration of the absence.

Unexplained absence

If a child is absent without notification, we will attempt to contact the parent/carer using the primary contact number provided. If we are unable to reach the parent/carer, we will attempt to contact the additional emergency contacts provided. All contact attempts and outcomes will be recorded in the child's attendance record. If we are unable to make contact and have concerns about the child's welfare, we will follow our safeguarding procedures.

Prolonged Absences

A prolonged absence is defined as 2 consecutive sessions of absence without a valid explanation. If a child is absent for a prolonged period, we will:

- Make repeated attempts to contact parents/carers and emergency contacts.
- Send a written communication (e.g. email) to the parent/carer.
- Consider a home visit, if appropriate and following internal procedures which could include the withdrawal of the child's nursery placement
- Consult with our safeguarding lead if there are concerns about the child's welfare.
- Implement our safeguarding policy and procedures

Late Collection and non-collection

In the event that a child is not collected by an authorised adult at the end of a session, we put into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that their children will be properly cared for.

Procedures:

1. Parents of children starting at Montessori are asked to provide specific information which is recorded on our Registration Form including:
 - Home address and telephone/mobile numbers

- Place of work, address and telephone number
 - Names and addresses, telephone/mobile numbers of two further adults, known to the parents who might collect their child occasionally.
 - Information about any person who does not have legal access to the child.
2. On occasions when parents are aware that they will not be at home or in their usual Place of work, they record how they can be contacted in our 'collections book', or by contacting the setting by phone or whatsapp.
 3. On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they record the name and telephone number of the person who will be collecting their child in our 'collection book'. This person must have been introduced to the leader/manager beforehand or provide a photo of the person collecting and/or password.
 4. Parents are informed that if they are not able to collect their child as planned, they must inform us so that we can begin to take back-up procedures. We inform parents that, in the event that their child is not collected from the setting by an authorised adult within 30 minutes after the setting has closed, and the staff can no longer supervise the child in our premises, we apply our child protection procedures as set out in our child protection policy.
 5. If a child is not collected at the end of the session/day, we follow the following procedures:
 - The collection book/messages are checked for any information about changes to the normal collection routines.
 - If no information is available, parents/carers are contacted immediately.
 - The adults who are authorised by the parents are contacted.
 - The child remains at the setting in the care of two members of staff until the child is safely collected either by parents or by a social care worker.
 - The child can only leave the premises with someone named on their registration form, or in the collection book.
 - If after one hour the child is still not collected the premises must close, we apply the procedures set out in our Child Protection Policy. We contact our local authority social services care team - 020 8901 2690 - and inform Ofsted 0300 123 1231 as soon as convenient.
 - A full written report of the incident is recorded in the child's file
 - Depending on circumstances, we reserve the right to charge parents for the additional hours worked by the staff and any parking fines if they have been incurred.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>1 September 2026</i>	<i>Nicky Quint</i>	<i>1 September 2027</i>