



Hillbury House Nursery

Registered Day Nursery (130690)

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Attendance & Absence Policy

At Hillbury House Nursery, we believe that regular attendance supports children in feeling secure, building strong routines and making the most of their learning opportunities. We understand that absence may sometimes be unavoidable and we ask families to follow the guidance below to help us work together in the best interests of your child.

Reporting Absences

- If your child is unable to attend nursery, please call the nursery office or email us by 9:30am on the day of absence.
- If you know in advance that your child will not be attending (for example, due to a holiday or an appointment), please let us know as early as possible so we can plan accordingly.

Authorised and Unauthorised Absence

- An absence will be considered authorised if we have been informed in advance, or on the morning of the absence, with a clear reason.
- If we do not receive any communication from you, the absence will be recorded as unauthorised.

Contacting Families

- If we have not heard from you by mid-morning, we will contact you directly to check on your child's wellbeing and to confirm the reason for absence.
- This is part of our safeguarding commitment to ensure that all children are safe and accounted for.

Why This Matters

Good communication between families and the nursery is essential. By notifying us of absences, you:

- Help us keep accurate attendance records.
- Support safeguarding and ensure we know your child is safe.
- Enable us to plan staff ratios, activities and resources effectively.

We thank you for your support and cooperation in helping us maintain a safe, secure and consistent environment for all children at Hillbury House Nursery.