



Dolce Casa Montessori

Attendance Policy

At Dolce Casa Montessori, we recognise that regular attendance is essential in supporting children's emotional security, wellbeing, and learning. Consistent attendance helps babies and toddlers develop a sense of routine, belonging, and trust within a calm and predictable environment. This consistency supports positive attachments, social development, and engagement in learning experiences.

We are committed to maintaining accurate attendance records to ensure children's safety, safeguard their welfare, and meet statutory and regulatory requirements.

Arrival and Departure.

All children will be signed in and out of the nursery by a member of staff using our chosen nursery management system (or written register if required). The recorded arrival and departure times represent the official handover of care between the parent/carer and the nursery.

Parents/carers and staff should be clear about the moment care is transferred. This occurs when the child has been signed in or out and the parent/carer has left the premises.

Attendance Registers

Children's attendance is recorded daily within their allocated base room.

Only one official register system will be used at any one time to avoid confusion. Paper registers will only be used in the event of technical difficulties.

If a child's name does not appear on the register, this must be checked immediately by a senior member of staff to ensure records are accurate.

Movement Between Rooms

If a child moves rooms for a significant part of the day, this will be recorded on the nursery system to reflect their location accurately.

Children must always be signed in before any room movement is recorded.

This ensures accurate supervision, ratio management, and safeguarding at all times.

Parental Presence in the Setting

We welcome parents/carers as partners in their child's care and learning.

When parents/carers are present in base rooms, they will never be left unsupervised with any children other than their own.

Daily Checks and Oversight

A senior member of staff is responsible for checking the accuracy of attendance records at the end of each day.

The Nursery Manager (or Deputy) will carry out regular headcounts to ensure:

Registers match the children physically present

Staff-to-child ratios are maintained at all times

Importance of Accurate Attendance Records

Accurate attendance records are essential and may be required as evidence for:

- Safeguarding and child welfare
- Fire evacuations and emergency situations
- Ofsted inspections or investigations
- Local authority or internal audits

Absences

Parents/carers are encouraged to inform the nursery of absences as soon as possible.

Planned absences (e.g. holidays or medical procedures) should be notified in advance.

Absences will be recorded as either sickness or planned absence.

Unexplained Absences

If a child does not attend and no reason has been provided, the Nursery Manager or another senior team member will attempt to contact the parent/carer by telephone as soon as reasonably possible.

If no contact is made:

A second phone call will be made within one hour

A written message will be sent via the nursery communication system

If contact is still not established, emergency contacts will be called to confirm the child's safety.

We aim to hold at least two emergency contact details per child wherever possible.

Safeguarding Concerns Related to Attendance

If all attempts to make contact are unsuccessful, or there are concerns about a child's welfare, the Nursery Manager will follow the nursery's safeguarding procedures.

This may include consultation with the Designated Safeguarding Lead and, where appropriate, contacting external agencies such as social services.

Persistent or concerning patterns of absence will be monitored and documented in line with safeguarding procedures.

All staff remain alert to the possibility that non-attendance or irregular attendance may indicate a child or family in need of additional support.

Review of Attendance

Attendance patterns will be regularly monitored, particularly for children with previous poor attendance.

Any concerns will be discussed sensitively with parents/carers and recorded appropriately.

Policy Review

This policy will be reviewed annually, or sooner if required by changes to legislation or guidance.