



Oakbridge Little Learners LTD
66-68 Bridge Cross Road
Burntwood, Staffordshire, WS7 2BY
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ABSENCE REPORTING POLICY

Purpose

This policy outlines how Oakbridge Little Learners records and monitors children's attendance and absences to support children's welfare, learning, and safeguarding.

Attendance Recording

- Booked sessions and daily attendance are recorded using **Nursery in a Box**.
- Attendance records are completed daily for each child.

Reporting Absence

- Parents/carers are asked to inform the nursery **as soon as possible**, and no later than the start of the child's booked session, if their child will not be attending.
- Notification should include the **reason for absence**, where possible.

Recording Absence

- When a parent/carer notifies the nursery of an absence, the reason is recorded in the **nursery absence book**, located in each room.
- All absence records are monitored by the child's **key person**.

Unexplained Absence

- If a child is absent for **three or more booked sessions** without notification, the key person will contact the parent/carer.
- The explanation provided will be recorded.
- Unexplained or prolonged absences are monitored as part of our safeguarding procedures.



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Patterns of Absence

- If a regular pattern of absence emerges, the key person will sensitively discuss this with the parent/carer to identify any concerns or support needs.

Funded Children

- If a child who receives **local authority funding** is absent for **four weeks**, whether consecutively or sporadically within a half term, the **local authority funding team will be informed**, in line with funding requirements.

Review of Policy

This policy is reviewed regularly to ensure it remains compliant with current legislation and best practice.

Created August 2015
Reviewed January 2026