



Children's Attendance Policy

Our setting wants to work with parents and carers to ensure that we deliver early education to a high standard and provide planned learning activities to support children's learning and development. To ensure children's progress and support their readiness for school, regular attendance forms part of this ethos. Whilst the legal requirements for attendance do not apply to children under five, poor attendance and punctuality can affect children's attainment in later life.

Establishing regular routines for young children supports the settling-in process, enhances their sense of security and develops bonds with key people to support healthy attachment. This provides a secure base from which to learn and develop. Even if a child only attends the setting part time, regular attendance is important.

Ensuring that all children have a good attendance record also helps support the early identification of more serious safeguarding concerns for a child or family under our Prevent Duty and/or Child Protection responsibilities.

Absences you need to tell us about:

- Family holidays (tell us beforehand so that we can record this);
- Sickness (call us on the day before 10am if possible); and
- Any other day off for any reason, including having fun with relatives.

If a child does not attend the nursery for any reason, and you do not tell us why, we have a duty to find out the reason for the absence. The following information sets out the procedure we will follow in the event that a child is absent from the nursery:

1. If your child has missed one day of nursery we shall ask you to explain the reason for this absence when your child returns and we shall record this in our absence register;
2. If your child is absent for more than one day (without explanation), we shall call you to establish why your child is absent during the second day of the child's absence;
3. If we cannot contact the parent/carer and we have a safeguarding concern in respect of the child, we will use the emergency contacts you have provided to try and establish why your child is absent.
4. If we are still concerned about the welfare of a child or family we reserve the right to contact the Local Safeguarding Children's Board to report our concerns.

We may request a formal parent/carer meeting to discuss the implications of attendance levels on a child's progress and place availability. Suitable evidence of this communication will be logged by the setting, such as telephone logs, copies of e-mails, or records of discussion with parents/carers or other services working with families.

Fees remain payable during any absence, unless alternative arrangements have been made. You may also lose entitlement to Nursery Education Funding if absences are unexplained and prolonged.

Review of Policy

This policy is reviewed annually.