

Attendance Policy

We will aim to ensure that attendance/punctuality is monitored effectively and reasons for absences/lateness are recorded promptly and consistently.

Parents will:

- Provide up to date contact numbers and change of address
- Ensure that their child arrives at Nursery on time, has had breakfast, and is appropriately dressed.
- Offer a reason for any period of absence, preferably before the absence or on the first day of absence.
- Keep requests for changes to a child's regular booking pattern to a minimum.
- Work closely with the Nursery to resolve any problems that may impede a child's attendance.
- Let the Nursery know in advance of family holidays.

Nursery will:

- Positively support punctuality and regular attendance
- Record and monitor the punctuality and attendance of children in the register of attendance.
- Do registration twice per day, once at the start of the morning session and once after lunch.
Regular head counts to be done throughout the day.
- Record in the register whether a child is present or absent. If absent, record the reason for the absence.
- Absences which are not notified by parents will be followed up by a phone call from nursery by 10am and if parents are unable to be contacted by midday we will ring the emergency contact. Nursery have a duty of care to make note of patterns and trends surrounding poor attendance. Prolonged or regular absence without parent notification where nursery has been unable to contact emergency contacts may result in a referral to social care services or a police welfare check. This will depend on a variety of other factors such as repeat absence or other safeguarding concerns and will be assessed by management and DSL on an individual basis.
- Develop effective strategies to promote and maintain attendance and punctuality.
- Encourage open communication channels between home and nursery
- Provide a nurturing and well-adapted environment for all learners, including those with additional needs where we can accommodate.