

## ATTENDANCE POLICY

**At THE MANOR FARM NURSERY** we believe good attendance plays a fundamental role in supporting children's educational achievement, well-being and in keeping children safe. Establishing regular routines for young children supports the settling-in process and enhances their sense of security and belonging. When a child has a part-time place, regular attendance is especially important.

This policy outlines the procedures to promote and monitor attendance and those that will be followed if a child is absent from the setting. We wish to create a culture where good attendance and punctuality is valued by all and so will work with parents to work together to remove barriers to attendance. We recognise that sometimes families may need extra support with attendance, therefore effective communication is essential between parents and the key person, who may be able to offer advice and support or referrals to other agencies who may be able to help, such as the health visiting team, portage or early help.

To promote good attendance, we will:

- Share our attendance expectations with parents prior to admission, including conveying clearly to parents that regular attendance and punctuality
  - Is expected
  - Is in the child's best interest, and
  - That unexplained absence will be investigated
- Keep records of attendance to enable monitoring and evaluation so that emerging patterns are addressed
- Foster a positive attitude to good attendance by quickly responding to children's absence while also recognising and celebrating, 'good' and 'improving' attendance
- Target attendance where there has been an issue and aim to set in place strategies and techniques to support improvement.

Whilst attendance at nursery is not statutory, authorised absence will be granted in the following circumstances, where parents inform the nursery on the first day of absence or prior to the first day of absence:

- Illness of the child
- Illness of siblings or parents
- Bereavement
- Health services appointments
- Holidays, including extended visits to family overseas
- Religious observance
- Emergency or exceptional circumstances.

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### **Monitoring attendance**

Records of children's attendance are accurately kept on the child's Family profile and are regularly monitored to ensure that we can identify any potential problems and look for patterns. All managers and staff are alert to signs that children and learners who are missing might be at risk of abuse or neglect, and appropriate action is taken when children stop attending. While we are aware that attendance is not statutory, we recognise that non-attendance could be an indicator of other concerns. All managers and staff are particularly aware of the need to monitor groups such as those who are considered to be vulnerable learners.

### **Procedures to record, monitor and follow up non-attendance**

Registration will be completed at the start of each session within 10 minutes of the start time to record attendance or non-attendance.

#### **Non-attendance:**

- If a child is **absent or sick** and we are informed of their reason for absence this will be recorded on the child's Family profile
- If a child is absent without an explanation a text message will be sent to the main carer to establish the reason for the absence. We will wait up to 30 minutes for a response
- If no contact is made, then we will follow this process:
  - Contact main carers with a telephone call (Primary & secondary carers). Again awaiting 30 minutes for a call back if unable to answer
  - Send an email & Family message to main carers
  - Contact any other contacts on the child's Family profile with a telephone call
- If contact cannot be made by telephone call, a home visit may be carried out
- If there continues to be no contact and there is cause for concern, the health visiting service and/or the Children and Family service will be contacted to ascertain if family support may be needed
- In more urgent cases, the police may be contacted to carry out a welfare check.

### **Leaving the nursery**

If you decide to withdraw your child from the nursery, please see our Parent Terms and Conditions for notice periods. This will ensure that we remove your child from our systems and therefore will not expect them to attend.

If your child is transitioning to another Early Years provider or school, please provide us with the details of the new setting so that we can transfer essential information, such as a setting to setting assessment, their funding eligibility code and any safeguarding records