



Gamesley Early Excellence Centre Nursery School

Attendance Policy

Policy Aims

- To provide clear procedures to enable the achievement of good attendance and punctuality for each child.
- To encourage good habits of attendance and punctuality.
- To support the wellbeing of children at our Nursery, keeping them safe and supporting their learning and development.
- To encourage parents to appreciate the value of regular attendance and punctuality and the impact it has on children's learning and development.

Why is good punctuality and attendance important?

Although there is no legal requirement for a child to attend an early years setting, regular attendance will enable children to make the best start to their education. In addition, good habits of attendance are key skills for statutory schooling and adult life. Poor attendance and punctuality, even at a very young age, can affect achievement. Establishing good habits from the start helps children to settle into Nursery, become familiar with routines and maximises their opportunity to learn.

How do we encourage and support good attendance?

- Have a positive and welcoming atmosphere
- Be sensitive to and supportive of families from a range of cultures and backgrounds
- Build good relationships between children, families and all staff
- Monitor attendance and identify and analyse patterns of absence and the number of sessions missed
- Seek and record explanations for absence
- Having an attendance procedure that is followed if children do not attend.

Parental Responsibilities

Our expectations regarding good attendance, punctuality and procedures to follow if a child is absent are made clear to parents at the Meet and Greet session.

We ask that parents:

- Contact the Nursery on the first day their child is absent due to illness, informing us of the reason and, if known, the expected length of the absence

- Inform the Nursery in advance of absence due to medical or dental appointments and holidays.

We are very keen to work positively with all families and be as accommodating and understanding as possible. If parents and carers have difficulty with attendance and/or punctuality we encourage them to work with us to identify support and/or solutions.

Staff Responsibilities

Having clear and accessible attendance records helps us to identify children at risk, provides vital information to keep children safe from harm and supports us to tackle underachievement.

To ensure that our attendance procedures and records support safeguarding and promote children's learning and development we:

- Keep full registration details for every child
- Keep full and up to date information about parents/carers who bring and collect children from the Centre (a password system is used for adults who do not regularly collect a child)
- Complete daily registers for the children
- Expect parents to inform us of any reason for a child's absence
- Record reasons for a child's absence.
- Telephone parents on the first day of absence if the parent has not contacted the Nursery
- Monitor and analyse absence and patterns of absence and discuss this with parents at VIP meetings.
- Provide support for families to help improve attendance of their child.

Attendance Procedure

- If a child is absent from Nursery without explanation, Nursery will phone on day 1 and record the outcome of the phone call on RM Integrus.
- If there is no answer or the reason given needs further explanation the Family Support Worker will be informed, who will try and make contact with the family.
- If a child, who is at Level 3 or 4 of the Nursery's Early Help thresholds, is absent and contact is not made with the family, the Family Support Worker will carry out a home visit.
- For other children if contact is not made by day 2 of absence a home visit will be carried out by the Family Support Worker.

Approved by Governors:

Minute No: