Attendance Policy

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. Even if a child only has a part-time place, regular attendance is still especially important. Attending nursery helps children establish routines of going to school regularly and being on time, which can help them make a smooth and positive transition to reception. This policy sets out the procedures in place to promote and monitor attendance within our Early Years Setting and the steps that will be followed if a child is absent from the setting. It also explains the importance and benefits of regular attendance.

Our Aims

- To create a culture where good attendance and punctuality is 'normality' and valued by all.
- To value the individual and be socially and educationally inclusive.
- To be consistent in the implementation of our policy and procedures for recording and monitoring attendance.
- Work effectively with parents, children, and partners through building trusted relationships to work together to remove barriers to attendance.

To promote good attendance at Beckside Preschool & Nursery we will:

- Convey clearly to parents and children that regular attendance is essential and is in the child's best interest and that unexplained absence will be investigated.
- Keep records of attendance which provide accurate information on actual attendance and lateness to enable monitoring and evaluation so that emerging patterns are addressed.
- Build on existing good practice that fosters a positive attitude to good attendance by quickly responding to children's absence, recognising, and celebrating, 'good' and 'improving' attendance.
- Target attendance and lateness where there has been an issue and aim to set in place strategies and techniques to support and ensure improvement.

Working with parents:

The systems and procedures in place to promote children's attendance and punctuality will continue to be shared with parents through parents' newsletters, emails and Tapestry memos. Leaders, Managers, and staff will work with parents to address specific aspects of attendance or punctuality, which cause

concern through discussion and where appropriate standardised letters will also be used where a parental response and signature is required.

Recognising the factors affecting attendance.

• Illness of the child

• Illness of siblings or parents

• Health services appointments

• Holidays

• Religious observance

Where these circumstances arise parents should inform the nursey on the first day of absence or prior to the first day of absence.

Reporting Absences

Parents and carers must inform the setting of their child's absence on the first day and before 12 noon. This can be done by emailing becksidenettleham@googlemail.com or calling 01522 396340 and should include the reason for absence.

Nonattendance

If a child is absent and we are informed of the reason for absence, this will be recorded on the child's schedule and Tapestry register.

Absence Monitoring Procedure

If a child is absent and no explanation has been received, we will initiate contact with the parent/carer by 12 noon to seek clarification as follows:

1. A telephone call to the parent/carer to establish the reason for absence
2. An email to the parents/carers will be sent.
3. A memo or message using Tapestry will be sent
4. Calls to other emergency contacts, including other relatives listed as emergency contacts, if parents and/or carers are not contactable- will be made to try to establish why the child is absent

Prolonged absences and monitoring attendance

If we are unable to make contact using the methods outlined above and the absence is considered prolonged, a home visit may be undertaken, and a contact letter will be left at the parent/carer's address. If no response is received and there is ongoing concern regarding the child's welfare, we will implement our Safeguarding policy and procedures. Any concerns will be referred to the local children's social care services and/or a police welfare check is requested to ensure the child's safety and wellbeing.

Children's attendance is carefully recorded and routinely monitored via Tapestry, enabling us to identify patterns in absence and consider individual circumstances. This insight supports the use of

professional judgement when determining whether an absence may be deemed prolonged. Consideration is given to a child's vulnerability, parent's and/or carer's vulnerability and their home life.

All managers and staff are alert to and implement our Safeguarding policy and procedures, and appropriate action is taken when children stop attending. In our early years provision, we are aware that attendance is not statutory, but that non-attendance could be an indicator of other concerns. Concerns which arise through the setting's monitoring, activities will be discussed with the parent and/or carer. Absence will also be monitored for the health and well- being of children, for example so that we are aware of outbreaks of illness which need to be investigated, or to warn parents of infections. Monitoring attendance and use of government funded hours may also be passed on at the Local Authority's request.

Planned Absences

Parents must notify the setting in advance of any planned absences, such as family holidays, so these can be recorded appropriately.

Adopted: September 2021
Last Reviewed: October 2026
Next Review Due: October 2027
Review Frequency: Annually or following changes to legislation, statutory guidance, safeguarding requirements or nursery procedures.