



Nursery Attendance Policy

Philosophy

It is important that parents and children learn quickly the expectation that nursery attendance is important, and is given priority in their daily life. To ensure children develop and progress to achieve their potential they need to attend regularly and punctually.

Policy

The importance of regular attendance is explained on the home visit and forms the basis of the Home School Agreement. Parents/Carers are asked to sign the agreement so to support the aims of the Nursery.

We ask parents to be prompt in bringing their child to nursery and collecting them at the end of the session.

All parents and carers will be expected and encouraged to ensure their child achieves the maximum attendance possible. It is understood that all our children need to be brought to nursery by adults and sometimes there may be family difficulties. Staff will support parent/carers in cases of difficulty by discussion of strategies or timings.

It is also acknowledged that many children suffer from childhood illnesses and may be unable to attend. It is the parent's/carers responsibility to inform the nursery if their child is unable to attend due to illness/sickness. We ask parents to tell us of any planned holidays or absences in advance.

Monitoring attendance at Nursery will support the safeguarding of children. This will trigger appropriate action.

Procedure

Attendance is recorded daily in the register by the Class Teacher and symbols indicate absence. All parents must contact nursery on the first day of absence with the reason for that absence

If the school receives no reason for absence the Key Worker or Early Years Foundation Stage Leader will contact the family if a child has not attended for a period. Children subject to a Child Protection plan will be contacted on the day of absence.

The School Office Manager will collect the weekly register and keep it safe so that it can be accessed when necessary. If a child is regularly absent, we will be asked to demonstrate to an auditor the reasons that we have claimed funding for that child for those days. Irregular or non-attendance of funded sessions are monitored in the nursery.

The EYFS Leader and Head teacher will monitor patterns of regular absence and where necessary ascertain reasons for this and seek to remedy the situation if appropriate or refer to other agencies. If there is no satisfactory reason for absence the child's name may be removed from the school register and parents informed to that effect. If a child continuously fails to access a 'funded' session, the offer will be withdrawn and offered to another eligible child from the waiting list.

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