



## Attendance Policy

Good attendance within the early years is vital for children to achieve, feel safe and to support their well-being. We know that children learn most within their early years and therefore although it is not a legal requirement for them to attend childcare and their early years education a commitment for their attendance is necessary.

Children thrive on routines and with good punctual attendance we are supporting children in the daily transitions they make and also helping them to prepare for Reception Year at school and their school years beyond. Routines and regular attendance support friendships, helps children to understand behavioural expectations and boundaries. If a child regularly turns up late, they are missing out on the time to settle into the setting with other children and they may miss out on key learning opportunities. Lateness may stop other activities from happening for example daily outings.

Regular and prompt attendance needs to be in place to support children's safety. If children attendance is good when a child does not attend for reasons such as illness, holidays, etc. we can put procedures in place to support the child on their return. If attendance is poor whilst we will always support them it becomes harder, i.e. the child may find it difficult to settle back in, sometimes causing the child to become distressed and anxious.

A child not turning up to the setting on time or regularly away for prolonged periods of time may also cause concern as a safeguarding issue. For example, a parent may have had an accident at home putting both the parent and child at risk. Following procedures of the setting ensures the parent and child gets the necessary help. A child may also be at risk or have been harmed as a result of abuse or neglect. Non-attendance could also be a sign of Female Genital Mutilation or Radicalisation of a child.

The current EYFS requires the setting to consider if their non-attendance is prolonged and in order for us to do that, we will be looking at patterns and trends in attendance. This includes who is looking after the child when they do not attend.

### **At Little Meadows Nursery our aims are to:**

- Have on time, regular attendance which is the norm
- To monitor a child's attendance and record it
- To work together with parents to support regular attendance and help with any barriers to ensure regular attendance is achieved.

### **Our attendance procedures for the Parents:**

1. Parents/carer to inform the setting if their child is not expected to attend for a session/number of days by telephone, WhatsApp message or written letter
2. Parents to inform the setting of Non-Attendance with the reason why. i.e. holiday, illness -with what type of illness and to inform when the expected date of return is.

3. Parents to inform the setting if they are going to turn up late or pick up early with the reason why.

**Attendance procedures for the setting will be to:**

1. Record exact times of the child's attendance
2. Record reasons for non-attendance
3. If the setting is not informed of non-attendance staff will make contact with parents to find out the reason why. In the event they cannot contact the parents they will make contact with the two emergency contacts as set out on the Child Record Form. They will wait to hear from these contacts of the outcome
4. If a parent cannot give us two emergency contacts we will record and inform the parents that the Local Children's Services will be contacted. On the Child Record Form, we will note the Local Authority of which the child lives in.
5. If within 60 minutes we cannot establish that the child is safe we will contact the children's services or the police to investigate further.
6. All procedures and outcomes will be recorded.

We ask for everyone concerned in the attendance of a child to co-operate so that procedures do not need to be followed unnecessarily of which may cause distress to those involved.