Easebourne Nursery

Attendance Policy and Procedures

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ATTENDANCE POLICY and PROCEDURES

Easebourne Nursery wants children to be happy, secure and feel safe in our setting. Good attendance plays a fundamental role in supporting children's belonging, routine and educational development. Even if a child only attends one or two sessions each week, regular attendance is still important. By establishing regular attendance at Nursery, it is hoped that the transition from Nursery to primary school will be a more positive experience for children and their families.

We will ensure that:

- children and their families are welcomed, valued and included.
- we create a culture where good attendance and being in on time is 'normal' and valued by all.
- we record attendance on a daily basis, by completing a register showing in/out times for all of our children.
- we work effectively with parents/carers and build positive, trusted relationships which help us to work together with families to remove barriers to attendance.
- parents/carers understand that good attendance and being on time is important and is in the child's best interest
- parents/carers know how to communicate their child's absence, either via email or telephone, so that these can be recorded accurately.

- if patterns of lateness or absence occur, we will actively address these with parents/carers.
- families are fully supported should there be a reason for a long-term child's absence.
- we investigate any uninformed absence if the period of absence is significant or causes us concern, this may include contacting other agencies outside of the Nursery.
- we notify parents/carers of any outbreak of illnesses within the Nursery which may affect other children and their families.

Whilst attendance at Nursery is not statutory, absence should be recorded accurately and the reason for absence should be clearly stated. Parents/carers must inform the Nursery of a child's absence, whether through sickness, holiday or an unplanned event. If we do not receive notification, we will contact you, either by telephone or email, to establish the reason for absence. Unexplained absence could be an indication of other concerns.

If there is an ongoing or known Safeguarding concern, absence will be monitored closely and appropriate action will be taken if we are worried that no communication has been made between parents/carers and the Nursery. This could mean contacting other emergency contacts, named on the Parent Contract, or services such as the GP, Health Visitor, or Children's Services.

Staff may be more aware of children in receipt of 2 Year Local Authority funding, children in receipt of EYPP (Early Years Pupil Premium), as these groups are considered to be more vulnerable learners.

If a child is accessing a funded place, and attendance is low, we would discuss this with parents/carers and encourage them to increase attendance. As a last resort, funding may be withdrawn so that another child can access fully funded hours.

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