



## Children's Attendance Policy

It is our aim to give every child the best start in education. To do this we aim to encourage children to attend regularly and punctually.

### Attendance

It is the settings belief that children learn best by consistent care. Attendance plays an important part in this. A child needs to attend regularly to gain a full understanding to what is being taught. We understand that good attendance sets good boundaries for the future. Attendance registers will be kept, and records passed on to future settings.

### Absences

The setting understands that on occasions children may be too ill to attend our setting. On these occasions it is the parent's responsibility, to contact the Manager by telephone, before the session begins, so the absence can be registered as authorised. Parents are asked not to pass messages through other parents or members of staff, absences can be notified by telephone, email or personal visit. If the parent/carer does not inform the nursery by 10:00am a member of the management team will contact to confirm the reason of absence. This will be logged on the nurseries 'Child absence form.'

If your child attends a morning or full day session, please inform us by 10:00am or 2:00pm for an afternoon session.

### Unauthorised absences

The setting must be notified of absences and the reason for the absence on the first day of absence and then updated regularly throughout the absence. The setting reserves the right to give the place to another child after 2 weeks, without notifying the child's parents. A letter to parents will be sent as record that this has taken place. If a child's attendance is below 80% in any term, parents will be contacted and if no reasonable explanation is given, the setting reserves the right to withdraw the space.

If a child is receiving the free nursery place, all attendance may be checked by the local authority and parents may be charged for absences if they are unauthorised or deemed to be an unacceptable reason for absence.

If we have had no contact with you or are concerned about the welfare of the child, our DSL/ DDSL (designated safeguarding lead and deputy lead) will contact our local authority designated officer (LADO) through the local safeguarding children's board.

We have a legal duty to safeguard children and must take non-attendance very seriously. All absences are recorded on our 'Child absence form.'