



## **Attendance & Punctuality Policy:**

Attendance at pre-school is an important pre-requisite for children to be successful at school and achieve their full potential.

Irregular attendance and punctuality can serve to undermine educational achievement and disadvantage children in the long term.

Attendance and punctuality will be monitored and supported for every child in nursery regardless of race, religion, ability, ethnicity or gender.

Action will be taken to support attendance but ultimately responsibility lies with parents to ensure that their children attend, and if they don't their place can be withdrawn and reallocated to another child.

### What should you do?

- Make sure your child attends agreed nursery sessions
- If your child will not be attending their agreed nursery session(s) you should inform the nursery on the first day of your child's absence or prior to their first day of absence if this is appropriate
- Ensure you inform the nursery of any changes to your contact details specified on your parent/carer contract to ensure we can contact you regarding any absences

### What we will do:

- Record and monitor your child's attendance at nursery
- Record notifications of absence of a child
- Where notification of absence of a child is not received we will follow the Attendance Procedure

### Procedure:

For when children are absent from their nursery session

- If a call is received informing the Nursery of a child's absence, the person taking the call from parent/carer will inform the room where the child is based, the staff in that room will make a note of the absence on the register
- Nursery staff will also record absence of a child where no phone has been received, and inform the Deputy or Manager.



- If the child has missed ten sessions and parents/carers still haven't been in contact with the nursery then the nursery manager/deputy will attempt to contact the parent/carer by phone or letter, if there is no response, the Nursery Manager/Deputy will phone emergency contact details listed on the child's contract
- If the Nursery Manager/Deputy is unable to contact the Parent/Carers and the emergency contacts by phone to establish the reason for absence, they will complete a Cause for Concern Form with all details of attempted contact and pass immediately to the Designated Safeguarding Lead
- The Designated Safeguarding Lead will determine the next course of action and record it on the Cause for Concern Form in accordance with the Cause for Concern Policy and Procedure
- The Designated Safeguarding Lead and either Deputy Safeguarding Lead or Manager must arrange for a wellbeing visit to be made to the family's home address as appropriate to the circumstances but within 10 working days of no contact being made.

### The purpose of the home visit will be to:

- Establish the reason for the child's absence;
- Agree with parents/carers a date for return to nursery sessions;
- Establish whether further support is required;
- Establish whether the nursery place is not required. If the place is not required, the family will be asked to provide written notice in accordance with the Fees Policy and the Parent/Carer Contract

### Following the home visit we will ensure that:

- The person making the home visit will complete the Cause for Concern Form with details of the reasons for the child's absence and pass immediately to the Designated Safeguarding Lead
- The person making the home visit will inform nursery staff of the reason for the child's absence and inform them of the date the child is expected to return to their nursery session
- If a need for further support is identified, the person making the home visit will make a referral to the Family Support Worker
- If the nursery place is no longer required the nursery manager is informed



- If the funded nursery place is no longer required by the family we will complete relevant paperwork and submit it to the Local Authority

### If the home visit is unsuccessful

If the nursery is unable to make contact and see the child to establish their well-being, the Cause for Concern Policy and Procedure will be followed which may result in:

- Attempting further visits
- Contacting other professionals
- Referring to Social Care

### Identification

Initial stages of identifying poor class attendance or patterns of absence or lateness will be identified through the daily class registers.

This will be undertaken initially by the room staff who will then inform the nursery manager/deputy. Families will always be contacted to find out the reasons for non-attendance.

If a child is absent for any reason parents and carers should notify the nursery on the first day of absence.

The circumstances which the nursery will accept as constituting acceptable absences are: illness, medical appointments which must be taken in term time and bereavement.

### Holidays in term time

Parents and carers with children in school will know that school attendance policies require parents and carers to book family holidays during the school holidays. We follow the same policy and request that notice is always given to the nursery of any impending time away from nursery within term time and if holidays overrun, that the nursery is informed.

### Monitoring attendance and punctuality patterns

It is now essential that the children's nursery monitors attendance throughout the nursery but most importantly in the pre-school room (3-4 year olds) for reasons described above.

Our target attendance figure for each week during term time is 95% (national average), which is in line with school attendance targets.

## **Ducklings Childcare**



An overall attendance figure for the year will be added to the summative report produced when a pre-school aged child leaves nursery to attend school.

### Celebration

Good attendance, punctuality and improved attendance will be rewarded with praise and certificates and reflected in the child's summative report as previously described.