

University of Warwick Nursery

Attendance Policy

Policy Statement:

Good attendance plays a fundamental role in supporting children's educational achievement, well-being and in keeping children safer. Establishing regular routines for young children supports the settling-in process and enhances their sense of security and belonging. Even if a child only has a part-time place, regular attendance is still especially important. Attending nursery helps children establish routines of going to school regularly and being on time, which can help them make a smooth and positive transition to reception. This policy sets out the procedures in place to promote and monitor attendance within our Early Years Setting and the steps that will be followed if a child is absent from the setting. It also explains the importance and benefits of regular attendance.

Our Aims:

- To Safeguard babies and young children by contacting parents when absences from our setting are prolonged.
- To create a culture where good attendance and punctuality is 'normality' and valued by all.
- To value the individual and be socially and educationally inclusive.
- To be consistent in the implementation of our policy and procedures for recording and monitoring attendance.
- Work effectively with parents, children, and partners through building trusted relationships to work together to remove barriers to attendance.

To promote good attendance in our Early Years Provision we will:

- Convey clearly to parents and children that regular attendance is essential and is in the child's best interest and that unexplained absence will be investigated.
- Build on existing good practice that fosters a positive attitude to good attendance by quickly responding to children's absence.

Working with parents:

The setting will make its policy on attendance clear to parents and children through sharing information and expectations prior to admission. The systems and procedures in place to promote children's attendance will continue to be shared with parents at a universal level through parents' newsletters and emails. The Manager and staff will work with parents to address specific aspects of attendance, which cause concern, through discussion, agreed interventions and constructive support.

Recognising the factors affecting attendance.

Whilst attendance at nursery is not statutory, absences are only normally accepted in the following circumstances:

- Illness of the child
- Illness of siblings or parents
- Health Services Appointments

- Holidays
- Religious observance
- Emergency circumstances. Where these circumstances arise parents should inform the nursery on the first day of absence or prior to the first day of absence.

Monitoring attendance

Records of children's attendance are accurately kept and regularly monitored to ensure that we can identify any potential problems and look for patterns. In our Early Years provision, we are aware that attendance is not statutory, but that non-attendance could be an indicator of other Safeguarding concerns.

Nonattendance

If a child is absent, we would welcome a phone call or email explaining why the child will not be attending. If a child is absent for a prolonged period of time without notification the parents will receive a telephone call or email to establish the reason for the absence. If no contact is made, then the following process will be followed.

- 1) A telephone call to parents/carers work or training provider will be made.
- 2) The child's other contacts will be called.
- 3) Calls to other emergency contacts will be made to try to establish why the child is absent. Police Welfare check, Social Care or MASH

Benefits from regular attendance to nursery

- **Learning and Development:**

Consistent attendance is crucial for children to access the Early Years Foundation Stage (EYFS) curriculum and develop foundational skills.

- **Well-being:**

Regular attendance supports children's social and emotional development, helping them build attachments with staff and peers.

- **Safeguarding:**

Monitoring attendance helps identify children who may be at risk and ensures their safety and well-being.

Policy Elements:

- **Communication:**

Parents are expected to inform the setting of any absences on the first day of absence.

- **Record Keeping:**

Early years providers are legally required to keep accurate attendance records, including arrival and departure times. This is done electronically on the iConnect childcare system adopted by the nursery.

- **Monitoring and Follow-up:**

Settings monitor attendance and will contact parents to discuss any concerns or unexplained absences. When this is done by phone, a follow up email will be sent to parents.

- **Statutory Requirements:**

Early years providers must comply with regulations regarding attendance and safeguarding.

- **Funding:**

For children receiving funded places, there may be specific attendance requirements related to funding.

- **Sickness:**

Policies outline procedures for managing absences due to illness, including when a child can return to the setting after being sick.

- **Key Person Role:**

The key person plays a vital role in supporting a child's attendance and overall well-being. Each key person must inform the DSL when they notice regular absences with one of their key children.