

PRECIOUS TIMES CHILDCARE SERVICES

Attendance Policy and Procedures for Absences

At Precious Times Childcare Services, we believe good attendance plays a fundamental role in supporting children's educational achievement and well-being. Establishing regular routines for young children supports the settling-in process and enhances their sense of security and belonging. When a child has a part-time place, regular attendance is especially important.

This policy outlines the procedures to promote and monitor attendance and those that will be followed if a child is absent from the setting. We wish to create a culture where good attendance and punctuality is valued by all and so will work with parents to remove barriers to attendance. We recognise that sometimes families may need extra support with attendance, therefore effective communication is essential between parents and the setting. We may be able to offer advice and support or referrals to other agencies who may be able to help, such as the health visiting team or Early Help.

To promote good attendance, we will:

- Share our attendance expectations with parents prior to admission, including conveying clearly to parents that regular attendance and punctuality:
 - Is expected
 - Is in the child's best interest, and
 - That unexplained absence will be investigated
- Keep records of attendance to enable monitoring and evaluation so that emerging patterns are clear and can be addressed
- Foster a positive attitude to good attendance by quickly responding to children's absence while also recognising and celebrating, 'good' and 'improving' attendance
- Discuss any issues with attendance and aim to set in place strategies and techniques to support improvement.

We know that absences will happen from time to time for a range of reasons. It is really important that parents inform the setting on the first day of absence or prior to the first day of absence if it is a planned day off.

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. All managers and staff are alert to signs that children who are missing might be at risk of abuse or neglect, and appropriate action is taken when children stop attending. While we are aware that attendance is not statutory, we recognise that non-attendance could be an indicator of other concerns. All managers and staff are particularly aware of the need to monitor groups such as those who are considered to be vulnerable families – these could be families who are already open to support through Early Help or Children's Services.

Procedures to record, monitor and follow up non-attendance

Registration will be completed at the start of each session within 10 minutes of the start time to record attendance or non-attendance.

PRECIOUS TIMES CHILDCARE SERVICES

Attendance Policy and Procedures for Absences

Non-attendance:

- If a child is absent and we are informed of their reason for absence this will be recorded on the register
- If a child is absent without an explanation a telephone call (to primary parent / carer) will be made to establish the reason for the absence.
- If no answer this will be followed up with a Blossom message, text or WhatsApp message.
- If no contact is made, then we will make calls to any other contacts on the Registration Form / Authorised Adults form for that child.
- If contact cannot be made by telephone call /message then a home visit may be carried out and a contact letter will be posted through your door if there is no response.
- If there continues to be no contact and there is cause for concern, the Health Visiting service and/or Children's Services will be contacted.
- In more urgent cases, the Police may be contacted to carry out a welfare check if possible.

Leaving the nursery

If you decide to withdraw your child from the nursery, please see our Parent Contract and Terms and Conditions for notice periods. This will ensure that we remove your child from our systems and therefore will not expect them to attend.

If your child is transitioning to another early years provider or school, please provide us with the details of the new setting so that we can transfer essential information, such as their unique pupil number or funding eligibility code.

This policy was adopted at a meeting of Managers and Directors

Mrs Kerry Francis

Mrs Helen Jackson

Policy Revised Date	Revised By