

Smallville Nursery Attendance Policy 2022

Revised March 2023

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Attendance Policy

At Smallville Nursery we believe good attendance is essential if children are to be settled and take full advantage of the learning and development opportunities available to them at our nursery. At a young age, continuity and consistency are important contributors to a child's well-being and progress.

Aims

To create a culture where good attendance is 'normality' and valued

To value the individual and be socially and educationally inclusive

To be consistent in the implementation of our policy and procedures

Regular and punctual attendance is paramount so that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late.

Procedure

Children are encouraged be at nursery, on time, every day that the nursery is open, unless the reason for the absence is unavoidable.

Parents are expected to inform nursery of an absence, this could be a message on Blossom Education, email, text or phone call.

If a child is absent without an explanation for 2 days, office staff will contact parents to ascertain the reason for the absence. In some cases, absence on the first day will be followed up. If the child is known to Social Care, this service will be informed of the unauthorised absence.

If this does not produce a satisfactory explanation, the nursery manager will make contact, initially by telephone. If there is no contact after one week, a letter will be sent to the family. If necessary, an appointment will be made to discuss the matter. If after one month there has been no contact, the child's name will be removed from the register and the place allocated

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to another child on the waiting list. The Local Authority will be informed that the child has left the nursery.

Any problems with regular attendance are best sorted out between the nursery, the parents and the child. Children could sometimes be reluctant to attend school. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse. Cooperation between home and school is the best way to support children's well-being needs. Parents are expected to contact nursery at an early stage and to work with the staff in resolving any problems together.

Parents of children whose attendance is inconsistent and generally poor will be contacted by the nursery and their future attendance monitored. If there is cause for concern, the health visiting service and Kent Safeguarding Boards may be contacted in order to ascertain if family support may be needed. In more urgent cases, social care may be contacted.