

## **ATTENDANCE POLICY**

At Crystal Gardens 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 nursery. At a young age, continuity and consistency are important contributors to a child's wellbeing 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 should be at nursery on time, every day that the nursery is open, unless the reason for absence is unavoidable. The nursery monitors children's weekly attendance. Parents and carers are expected to inform nursery of an absence. If a child is absent without an explanation for more than 2 days, key workers will contact parents and carers to ascertain the reason for the absence and inform management. 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. Key workers will attempt to make contact with parents and carers throughout the week if the absence is prolonged due to a valid reason. In cases where key workers are unable to contact parent or carers over a period of the week, a home visit may be required to attain reassurance of the child's welfare. Key worker will be asked to carry out the home visit with a member of the management team. If nursery is unable to speak to parents and carers and no contact is made at the home visit a letter explaining the reason for the home visit will be posted. Parents and carers will be asked to contact nursery to discuss the absence.

If no contact has been successful by all media (phone, email, text e.c.t) and a home visit then the following procedure must be followed:

- Contact the child's health visitor and see if they have had contact
- Contact the children centre cluster early learning lead
- Follow the nursery safeguarding policy and procedure

### **Evidence**

A log should be kept to record the date and details of all contact made with parents and Children's Centre Hubs and copies of all letters sent must be kept for evidence. If no contact with parents and carers or an explanation for the non-attendance from other partners is made then the nursery safe guarding procedures must be followed.