

## **NURSERY 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 records children's attendance on a daily attendance register, this includes the actual time of arrival and departure.

Parents and carers are expected to inform nursery of an absence. If a child is absent without an explanation for more than 2 days, the Nursery Manager will contact parents and carers to ascertain the reason for the absence; and this will be recorded. In most cases absence on the first day will also be followed up and the reason for absence will still be recorded. If the child is known to social care, this service will be informed of the unauthorised absence.

The Nursery Manager will attempt to make contact with parents and carers throughout the week; exhausting all efforts including via phone calls, email, text messages, as well as contacting the two other emergency/alternative contacts on record.

In cases where key workers or the manager are unable to contact parents 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.

Patterns and trends in a child's absences and their personal circumstances will be considered and professional judgement will be used when deciding if a child's absence should be considered as prolonged. Consideration must be given to the child's vulnerability, parents and/or carers vulnerability and their home life.



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 Family Hub covering the area where the child lives for advice.
- Follow the nursery safeguarding policy and procedure.

Any concerns must be referred to **Bradford Children's Services Integrated Front Door – practitioner advice and referral contact number 01274 433999 and /or a police check requested.**

### **Reduced Attendance**

The Nursery Manager will ascertain the reason for reduced attendance from the parent. There are a number of reasons why this may happen, such as family issues that make getting the child to their setting difficult (e.g. new baby, older sibling, illness, change of schools, moved address, parent wanting time with child etc.) It maybe that there needs to be a change in the agreed attendance pattern for a short or longer term. If the reasons for reduced attendance are due to the family needing additional support from other agencies speak with the parent/s about support available through the Family Hub.

### **Evidence**

A log should be kept to record the date and details of all contact made with parents and 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.