



Attendance Policy

Ethos

At Norcot Early Years Centre we believe that children who attend nursery regularly, arrive and are collected on time are more secure and better able to engage with the learning environment. The Centre views good attendance and punctuality as vitally important for the learning and well-being of children.

Aims

- To work in cooperation with parents to ensure that children attend nursery regularly and punctually
- To provide a safe, comforting routine conducive to the children's learning and peace of mind

Responsibilities of Governors

- To agree this policy and review it on a regular basis
- To monitor and support the implementation of this policy
- To monitor attendance rates termly
- To monitor strategies for encouraging good attendance

Responsibilities of Head of Centre

- To ensure that staff are aware of this policy and implement it consistently
- To ensure that parents are aware of their roles and responsibilities regarding attendance
- To monitor attendance and punctuality termly
- To inform 'Children's single point of access' if poor attendance or punctuality indicates that the child's welfare could be in jeopardy
- To withdraw the child's place in extreme circumstances--but not if this could further endanger the welfare of the child
- To ensure strategies for encouraging good attendance are implemented

Responsibilities of Staff

- To be familiar with and follow this policy at all times
- To monitor the attendance and punctuality of their key children and ensure a reason is obtained every time a child is absent from nursery
- To inform the Head of Centre, Safeguarding Lead and Day Care Manager if they have concerns about a child's attendance or punctuality
- To be aware that poor attendance and/or punctuality could be a safeguarding issue and to respond in accordance with the Centre's Safeguarding & Child Protection Policy
- To ensure that registers are accurately completed with late marks and reason codes for every absence

- To mark a child as being late if they arrive after 9.00 for the morning session or 12.40 for the afternoon session
- To provide positive messages to parents/carers about the importance of punctuality and good attendance
- To record reason for absences on CPOMS so that senior leadership team are kept up to date
- To report all Covid-19 absences immediately to senior leadership team.

Responsibilities of Parents

- Ensure that children are brought and collected by a responsible adult, over the age of 16
- To ensure that their child attends every session unless they are unwell
- To bring and collect their children promptly--please remember that it is very distressing for children to be left until last
- Bring children into the nursery classroom and ensure a member of staff is aware of their arrival
- To inform the nursery by telephone on the first day if a child is absent because of illness and again at regular intervals if the illness is prolonged
- Where possible, to inform the nursery in advance if their child is going to be absent and to give the reason for the absence--this can be done by telephone or letter
- To avoid making appointments for their child that occur during school time
- To request permission for flexi-schooling if they wish to take their child out of nursery on a regular basis to take part in an educational activity such as swimming lessons
- Ensure that the nursery is informed every time someone different will be collecting their child and that person has a password

Criteria for Success

- The occurrence of persistent absences will be reduced through the rigorous strategies implemented by the Centre.
- Children are seen to want to come to nursery
- Parents demonstrate an understanding of the importance of regular and prompt attendance in promoting their child's learning

Associated Policies

- Safeguarding & Child Protection
- Missing & Uncollected Children
- Security
- Admissions

Policy Agreed: November 2020

Policy to be Reviewed Annually by Curriculum Committee

Next review December 2021