



LEASOWES EXTRA Attendance Policy



Date approved: January 2025	Written by: J.Caven Business Manager
Date to be Reviewed: January 2027	Approved by: G.Bettany Chair of Trustees

1. Statement of Intent

LEASOWES EXTRA believes that in order to facilitate teaching and learning, good attendance is essential. Children cannot achieve their full potential if they do not regularly attend Nursery. We understand that barriers to attendance can be complex, and that some children find it harder than others to attend the setting; therefore, we will continue to prioritise cultivating a safe and supportive environment, as well as strong and trusting relationships with children and parents. We are committed to:

- Promoting and modelling high attendance and its benefits
- Ensuring equality and fairness for all
- Ensuring this attendance policy is clear and easily understood by staff, children and parents
- Intervening early and working with other agencies to ensure the health and safety of our children
- Building strong relationships with families to overcome barriers to attendance
- Working collaboratively with other settings in the area, as well as other agencies
- Regularly monitoring and analysing attendance to identify children that require more support

Statistics show that there is a direct correlation between high attendance and high attainment. Children make better all-round progress, settle into setting routines and build better friendships groups.

2. Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- DfE 'Keeping children safe in education'
- DfE 'EYFS Statutory Framework' For group and school-based providers

This policy operates in conjunction with the following setting policies:

- Safeguarding Policy
- Complaints Procedures Policy
- Behaviour Policy
- SEND Policy
- Health and Wellbeing Policy
- Early Years Policy

3. Roles and Responsibilities

The Trustees have overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the setting
- Promoting the importance of good attendance through the setting's ethos and policies
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation
- Handling complaints regarding this policy as outlined in the setting's Complaints Procedures Policy
- Having regard to 'Keeping Children Safe in Education' when making arrangements to safeguard and promote the welfare of children

The Business Manager is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the setting
- Ensuring all parents are aware of the setting's attendance expectations and procedures
- The overall approach to attendance in setting
- Monitoring attendance and the impact of any interventions
- Communicating with parents with regard to attendance
- Leading a compassionate approach when listening to parents regarding barriers to attendance
- Following up on incidents of persistent poor attendance

Staff are responsible for:

- Following this policy
- Ensuring this policy is implemented fairly and consistently
- Modelling good attendance behaviour
- Using their professional judgement and knowledge of individual children to inform decisions as to whether any welfare concerns should be escalated
- Where designated, taking the attendance register at the relevant times during the day

Parents are responsible for:

- Providing accurate and up-to-date contact details
- Providing the setting with more than one emergency contact number
- Updating the setting if their details change
- The attendance of their children at setting
- Contacting the setting of their child's absence before 9.00a.m. (or 12.30p.m. if attending in the afternoon)
- Promoting good attendance with their children
- Updating the setting with any issues that may potentially impact attendance
- Encouraging good sleep and healthy living routines
- Proactively engaging with any attendance support offered by the setting and the LA
- Notifying the setting as soon as possible when their child has to be unexpectedly absent

4. Attendance Expectations

The setting has high expectations for attendance and punctuality, and ensures that these expectations are communicated to parents.

Children are expected to attend the setting punctually for every session they have booked unless parents have advised us otherwise.

Punctuality is important and children who arrive 10-15 minutes late on a daily basis can miss up to 1 hour of learning time a week. This can also be disruptive for the other children in the setting and difficult for the child who is arriving late.

5. Absence Procedures (Safeguarding and Wellbeing)

Parents should contact the setting via telephone or in person by 9.00a.m. on the first day of their child's absence (12.30p.m. for afternoon sessions). They will be expected to provide an explanation for the absence and an estimation of how long the absence will last. Should the absence last longer than this estimation, parents should call the setting again to update them.

Where a child is absent, and their parent has not contacted the setting by **9.00a.m.** (or 12.30p.m.) to report the absence, staff will contact the parent by **telephone call** as soon as is practicable on the first day that they do not attend setting. If not available by telephone, we will send an email to remind you to contact the setting immediately. We may also contact your other emergency contacts to ascertain the reason for your child's absence.

The setting will always follow up any absences in order to:

- Ascertain the reason for the absence
- Ensure the proper safeguarding action is being taken

If a child is absent without notification for a prolonged period of time, the setting will initiate safeguarding procedures which may involve referring our concerns to local children's social care services and/or requesting a police welfare check.

6. SEND and Health Related Absences

The setting recognises that children with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than other children, and will incorporate procedures to support children who find attending the setting difficult.

The setting will ensure that reasonable adjustments are made for disabled children to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. The setting will seek additional support from external partners to help bolster attendance where necessary.

The setting will also incorporate an action plan to help any children with SEND and/or health issues cope with the stress and anxiety that attending the setting may cause them. This could include reduced session times, tailored support to meet their individual needs or phased return to the setting. Such plans will be regularly monitored and reviewed until the child is attending the setting as normal.

7. Staff Training

The setting will ensure that staff receive regular information and updates in line with this policy and that all staff also receive frequent safeguarding training.

This training will ensure that staff are aware of the following:

- The importance of good attendance
- That prolonged absence is almost invariably a result of wider circumstances
- The legal requirements on the setting, e.g. the keeping of accurate registers

Staff understand that prolonged absence from the setting could indicate a safeguarding concern, and know how such concerns should be managed.

8. Attendance Register

The setting uses Interactive Nursery Manager (INM) to keep electronic attendance registers to ensure they are as accurate as possible at all times and also to make them easily accessible to all staff.

Children's attendance information can be generated as a report and shared with any relevant authorities where necessary.

Designated staff members sign children in when they arrive at the setting and out again when they leave each day.

9. Parental Absence Requests

As Nursery age children are not required by law to attend an EY setting, any parent wishing to take their child out of Nursery during term time can do so providing they inform the setting in advance of the date(s) their child will be absent stating a reason for the absence.

10. Fees and Funding

In order for us to claim a Government funded place for your child, they must not be absent from the setting for more than 20 days in any single term. If your child will be absent for more than 20 days in any one term, funding will stop on the 21st day. If you wish to keep your child's place in the setting you will then be liable for all fees due from the 21st day until your child returns to the setting.

Fee's for any period of absence (other than school holidays and Inset days) must be paid for unless included in your free funding offer.