

ATTENDANCE POLICY

Policy Statement

At Vishenka Nursery, we believe that regular attendance is crucial for every child's learning, development, and well-being. We are committed to working closely with families to ensure that children attend regularly and on time. This policy outlines our approach to promoting and monitoring attendance in line with the statutory requirements of the EYFS framework and safeguarding responsibilities.

Aims

- To ensure all children benefit from consistent attendance to support their learning and development.
- To identify and address any barriers to attendance collaboratively with families.
- To safeguard children by monitoring attendance patterns and responding promptly to concerns.

Parental Responsibilities

- Parents/carers must ensure their child attends the nursery regularly and on time.
- Any absences must be reported to the nursery on the first day, stating the reason for the absence.
- Parents/carers are encouraged to schedule appointments outside nursery hours whenever possible.
- If a child is absent for an extended period (e.g., family holidays or travel abroad), parents/carers must notify the nursery in advance and follow the procedures outlined below.

Procedure for Extended Absences (e.g., Travel Abroad)

If a family plans to leave the country for an extended period (e.g., a month or longer), the following steps must be taken:

1. **Official Notification:** Parents/carers must provide written notification to the nursery at least two weeks in advance. This can be done via email or an official letter.
2. **Details of Absence:** The notification must include:
 - The dates of departure and return.
 - The reason for the extended absence (e.g., family visit, work commitments).
 - Confirmation of the child's intention to return to the nursery after the absence.
3. **Payment Arrangements:** Parents must confirm their understanding of the nursery's payment policy during extended absences. Fees will remain payable to secure the child's place unless otherwise agreed in writing with the Nursery Manager.

If a child does not attend the nursery for reasons such as moving abroad or taking an extended holiday, **parents will be required to pay 50% of the child's term fees.** Term fees vary depending on the length of the term and the number of days a child attends per week.

4. Safeguarding Check: The nursery will maintain contact with the family during the absence to ensure the child's safety and well-being.

Failure to follow this procedure may result in the nursery reviewing the child's place.

Nursery Responsibilities

- The nursery will maintain accurate daily attendance registers for all children.
- Staff will monitor attendance patterns and promptly follow up on unexplained or repeated absences.
- If a child is absent without notification, the nursery will contact the parent/carer on the first day of absence.
- Staff will work with families to address any barriers to regular attendance, offering support and guidance where needed.
- Concerns about persistent absence will be escalated to the Nursery Manager and, where appropriate, external safeguarding agencies.

Procedures for Irregular Attendance

- If a child's attendance falls below 90%, the nursery will:
 1. Contact parents/carers to discuss the reasons for the absences.
 2. Arrange a meeting if necessary to develop an action plan to improve attendance.
 3. Monitor the child's attendance closely over a specified period.
- **In cases of persistent absence, the nursery reserves the right to review the child's place and may take further action in line with our safeguarding policy.**

Record-Keeping

- Attendance records will be maintained daily and stored securely in line with data protection regulations.
- Absence reasons and follow-up actions will be logged in the child's individual record.

Safeguarding and Attendance

Regular attendance is a key component of safeguarding. Patterns of absence or unexplained absences may indicate underlying issues that require further investigation. Staff are trained to recognize and respond to such concerns following the nursery's safeguarding policy.

EYFS Compliance

This policy aligns with the EYFS framework's emphasis on safeguarding, partnership with parents, and the promotion of every child's development. It also meets the statutory requirements for maintaining attendance records and working collaboratively with families.

Promoting Regular Attendance

To encourage regular attendance, the nursery will:

- Celebrate good attendance through verbal praise and positive reinforcement.
- Communicate the importance of attendance to families during induction and throughout the year.
- Provide flexible support to families facing challenges that may impact attendance.