Child Attendance Policy

Policy Statement

We are committed to ensuring the safety, wellbeing, and consistent development of every child. While recognising that attendance at early years settings is not compulsory, we believe that continuity and consistency are important contributors to a child's well-being and progress and to enhance their sense of security and belonging. We encourage parents to bring their child to setting for all booked sessions unless there is a significant reason not to.

.Policy Aim

- To create a culture where good attendance and punctuality is valued by all.
- To be consistent in the implementation of recording and monitoring attendance
- To work with parents and children through building trusted relationships to work together to remove barriers to attendance
- To be socially and educationally inclusive.

Procedures

Absence

- Parents should notify the setting in advance of any planned absences.
- If a child is unable to attend setting on a day that they have a booked session parents should contact the setting via email or telephone before the time of the session to notify the setting of the child's absence and the reason for this (including illness).
- If a child is absent without an explanation, staff will contact the parents close to 10am to ascertain the reason for the absence. If the parents are not contactable within a reasonable time staff will work through the listed emergency contacts. When contact is made the reason for the absence will be recorded.
- If a child is deemed to be at risk, staff will make appropriate referrals including, if necessary, children's social care services and/or a police welfare check requested.

Monitoring

- Staff will monitor attendance for all children and consider any patterns or trends in a child's absences.
- Using their professional judgement and knowledge of the child's personal circumstances staff will determine if an absence should be considered prolonged and if this requires referral to appropriate services.
- If staff identify patterns in attendance which are affecting the child's ability to settle or fully engage within the setting they will raise this with the parents to review. Options for support will be offered which may be (where possible) a change in hours or days, longer or shorter hours or other changes.

Support

- We recognise that sometimes families may need extra support with attendance, therefore effective communication is essential between parents and their child's key person. We will collaborate with you to support your child's good attendance and punctuality. Where attendance is not improving, staff will discuss with parents the available support, for example, implementing bedtime routines, supporting you with healthy eating, referrals to early help or other support agencies.

Moving setting

- If a child moves to another setting, the parent must inform the setting so that records can be sent on to the next setting to aid smooth transition.

*All references to 'parents' in this policy should be understood as parents, carers, legal guardians or authorised adults as applicable. 'Child' refers to child or children as applicable.