



## Attendance policy

Nov 2022

*'Even when you are very small good attendance makes a **BIG** difference'*

### Ethos

At Lark Hill Nursery School we believe in supporting good attendance. Children who attend the Nursery regularly, arrive and are collected on time are more secure and better able to make the most of the learning and development opportunities that we provide. Research shows that regular take up of early education in a high quality setting has a long lasting impact on children's social development and intellectual attainment throughout school and later life. (Research brief The Effective Provision of Pre-school Education Project EPPE 2003) We therefore view good attendance and punctuality as vitally important for the learning and well-being of all our children. Positive relationships with children and their families is key to achieving this.

### Aims

- To work in strong partnership with parents and carers to ensure that every child attends Nursery regularly and is punctual.
- To provide a safe and comforting routine when children arrive, throughout the session/s and again when children are collected.
- To support all children and their families to establish good routines which will continue throughout their child's education.
- Ensure that staff and parents are clear about the expectations of the child's attendance.
- Improve the child's achievements by ensuring high levels of attendance and punctuality.

Government funded early years education places (15 hours entitlement for eligible 2 year olds, the universal and extended 15 hours entitlement for 3 and 4 year olds) are not subject to compulsory education laws which take effect from the start of statutory schooling at age of 5. However at Lark Hill Nursery School we strongly promote maintaining high levels of attendance in order that your child can achieve the maximum benefit from their funded hours (and any additional hours which families may choose to take).

We keep a register and record attendance and the reasons given for absence each day. We ask families to let us know by 9:30am each day if their child will not be attending. We will send a reminder text if families have not been in contact. If they do not then make contact we will try other contact numbers and make a home visit if we have not made contact.

The Strategy Team and the Staff Team will monitor this information and any unexpected absences as part of our duty to ensure the welfare and safeguarding of all children.

We recognise that sometimes families may need extra support to maintain high levels of attendance and punctuality therefore good communication is essential between you and your child's key person.

As part of this attendance policy we ask families to;

- Provide up-to-date contact numbers and notify us of any changes of address or contact details.
- Ensure that your child attends the sessions arranged
- Notify the Nursery by phone or email if your child is going to be late that day.
- Notify the Nursery by phone or email that their child is not able to attend, on the first day of absence and the reason for their absence before 9:30am.
- Contact the Nursery if this absence is continuing.
- In the case of lengthy absence keep the Nursery well informed.

Staff will;

- Follow up any non-notification in the event that a child is absent from nursery on the first day of absence by the end of that day via a text.
- The School Business Manager will produce regular reports to monitor attendance.
- Where a child's attendance is less than 90% the school business manager will informally contact the family by telephone to ascertain the issues affecting the child's attendance and discuss ways attendance could be improved.
- Support strategies that will enable good attendance and punctuality to be maintained.
- In the case of a concern about the welfare and safety of child whilst not in attendance at the setting the child protection policy will be followed. This will be actioned for any child who is a Looked After Child (LAC) and for any children/families who are part of an Early Help Assessment and Team Around the Child process (TAC). *Concerns about patterns of attendance in these cases will also be shared with linked Stockport Family health and social care professionals.*
- Where a child's continues to be below 90%, after the informal conversation a letter will be sent to the family and request a formal meeting where attendance will be discussed.
- To encourage good attendance, attendance statistics will be sent out at the end of each term.
- In the case of persistent patterns of poor attendance contact the Local Authority in terms of the possible withdrawal of the early education funding.

Agreement of parent/carer

Signature \_\_\_\_\_ date \_\_\_\_\_

Print name \_\_\_\_\_

Name of child \_\_\_\_\_

Name of key person \_\_\_\_\_ date \_\_\_\_\_