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# TRAINING DEPOT DAY NURSERY

Owner: Mr David Reavell

## **Attendance Policy**

### **Our Ethos**

At Training Depot Day Nursery we believe good attendance is essential if children are to be settled and take full advantage of the learning and development opportunities available to them. At a young age, continuity and consistency are important contributors to a child's well-being and progress. We also believe that regular attendance at Nursery can set good practice for statutory school.

### **Our Aims**

- To ensure the safety and welfare of all our children and their families, including protecting them against radicalisation.
- To create a culture in which good attendance is a 'normality' and valued.
- To value the individual and be socially and educationally inclusive.
- To be consistent with the implementation of our policy and procedures.

### **Poor Attendance Procedure**

1. Parents / Carers are made aware of the expectation that they inform the Nursery by telephone on the first day of absence. Parents / Carers are thanked for informing the Nursery if they do telephone. If a child is absent and there has been no notification from the parents / carers, then they are telephoned by the Nursery to enquire where their child is.
2. If after one week there has been no contact, the Nursery will send a letter to the parents / carers stating the benefits of regular attendance at Nursery. The letter will also inform the parents / carers that we offer advice in getting their child to Nursery.

3. The Manager checks the registers on a weekly basis to establish any patterns of absence. If a child is frequently absent, then a letter is sent to the parents / carers, as detailed above. The Manager may also complete an Early Help Assessment form if there are Safeguarding / Prevent concerns, in partnership with the parent. If a child returns to Nursery the Key Worker of the child will work closely with the parents/carers of the child to eradicate further absence. This could involve such support as a change in the child's sessions, a home visit from Staff at the Nursery or advice from Building Blocks Children's Centre.
4. If after one month there has been no contact, the child's name will be removed from the register and the place allocated to another child on the waiting list. A letter will be sent to the parents / carers informing them of this and the Local Authority will be contacted if the child is in receipt of 2, 3 or 4 year old funding.

### **Leave of Absence for Family Holidays**

Although Training Depot Day Nursery recognises that children may need to undertake a sustained period of absence from Nursery due to cultural reasons, visits to the family's home country etc., we do discourage families from taking holidays during term time.

Written in January 2017 by Mrs Melissa Reavell (Manager)

To be reviewed annually.