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## **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 create a culture in which good attendance is a 'normality' and valued.
- To value the individual and be socially and educationally inclusive.
- To ensure the safety and welfare of all our children and their families, including protecting them against radicalisation.
- 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 or via email. The reasons for absence could include: sickness, travel problems, holidays or family situations.
2. When Parents / Carers call the Nursery to report absence, they are asked to give the reason for absence and when they expect the child to return. If the child is likely to be away for several days, Nursery staff are to agree a date for the Parent / Carer to call again with an update. This information is added to the office copy of the register and also passed on to the Nursery room staff.
3. If the Parents /Carers cannot be contacted, the alternative contacts (detailed on the application form) will be used to gain an understanding of why the child is absent.
4. If no-one can be contacted, then MASH are called to inform them and ask for advice – see "When to contact parents" on next page. A letter is also written by the Nursery office team and posted 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 (see attachment 1).

5. When the child returns to Nursery following absence, the Deputy Managers along with the Key workers 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 the parent partnership.
6. 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 9 mths, 2, 3 or 4-year-old funding (see attachment 2).

### **When to contact parents**

- A) Children who have a safeguarding file, parents are to be contacted within two hours of their normal start time
- B) Children who attend routinely and parents normally inform us of absence, are to be contacted on the first day of their absence.
- C) Children who attend erratically and often don't inform the office, parents are to be contacted on Friday if there has been no attendance that week.

### **Review procedure**

SG officers 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 / Acting manager will also review absence and may wish to call the Parents / Carers to the Nursery and discuss the completion of an - if there are Safeguarding / Prevent concerns, in partnership with the parent.

Miss Salma / Miss Majeda / Miss Nargis records attendance weekly for children who have a CIN, SG, SEN. If absence becomes a concern for the Safeguarding Officers, calling MASH for advice must be considered.

### **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.

### **Sickness Absence**

Parents are asked to keep the children home if they are displaying symptoms of being unwell.

Reviewed in June 24 Miss Sandhya

Appendix 1

Address:

Dear parents,

Date:

Attendance at nursery

I am writing as we have noticed some gaps in attendance at nursery for your child recently. We are looking for regular attendance, as this will help us develop your child and prepare them for school.

If there is a reason for their non-attendance, could you ensure that we are aware please?

Please ensure that you call or email the nursery when your child isn't going to attend, so we are aware of the situation and the reason for it – to be done on the first day of absence.

We encourage regular attendance to help them remain settled at nursery. It is also good practice for statutory school, where attendance is a requirement. If you have any questions, do please let me know.

**Why is good attendance important?**

1. Good habits, it builds in young children the idea that getting up and going to nursery. Children who attend regular develop a regular routine of the week and gain a sense of security from some regular elements.
2. Secure relationships, Young children find it easier to build and sustain a range of social relationships when they regularly attend their childcare setting. Regular times arranged with parents help to develop a secure attachment within the setting.
3. Self-esteem, Children who rarely miss sessions and come on time are more likely to feel good about themselves. This is because they know what goes on and what to expect, feel more confident with the adults and the other children and have more opportunities to be valued and praised for their own special contribution. • Children who regularly miss sessions or are generally late, can frequently experience a sense of having to try a little bit harder just to understand what is going on and what other children are talking about or doing. • Regular attendance, on time, helps many young children to separate from their parents or carers at the start of the day and settle more readily into daily life in their setting.
4. Learning and Development, Staff carefully plan every session for each child in their care and want to take every opportunity to help them thrive. Experiences gained in one session are often developed further in the next session, whether or not these are consecutive days. Children learn in many different ways through play with others and through being in the company of staff who actively support their learning and development. Underachievement is often linked to lower attendance.

Yours faithfully,

Miss Salma (Manager)

Appendix 2

Address of Parent  
Parent-----

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LUTON  
Beds  
POSTCODE

Date

Dear Name

**Re: Childs Name (DOB:)**

Due to the fact that \_\_\_\_\_ has not attended Training Depot Day Nursery since LAST SESSION \_\_\_/\_\_\_/\_\_\_, we unfortunately will have to allocate his space to another child, as we have a waiting list.

We wish you and your family the very best for the future.

Yours sincerely

Miss Salma (Manager)