**Attendance Policy**

**At Wavertree Christian Fellowship Nursery, we believe that children who attend nursery regularly, arrive and are collected on time are more secure and better able to engage with the learning environment. The nursery views good attendance and punctuality as vitally important for the learning and well-being of children.**

**Aims**

* **To work in cooperation with parents to ensure that children attend nursery regularly and punctually**
* **To provide a safe, comforting routine conductive to the children's learning and peace of mind**

**Responsibilities of Staff**

* **To agree this policy and review it on a regular basis**
* **To monitor the attendance and punctuality of their key children and ensure a reason is obtained every time a child is absent from nursery**
* **To monitor and support the implementation of this policy**
* **To monitor attendance rates termly**
* **To monitor strategies for encouraging good attendance**

**Responsibilities of Manager**

* **To ensure that staff are aware of this policy and implement it consistently**
* **To ensure that parents are aware of their roles and responsibilities regarding attendance**
* **To monitor attendance and punctuality termly**
* **To speak informally to parents/carers if a child’s attendance is below the expected level of 95% or if poor punctuality seems to be having a significant effect upon the child’s education. To write to parents if attendance remains low, or punctuality does not improve, after informal conversation**
* **To inform Children’s Social Care if poor attendance or punctuality indicates that the child’s welfare could be in jeopardy**
* **To withdraw the child’s place in extreme circumstances--but not if this could further endanger the welfare of the child**
* **To ensure strategies for encouraging good attendance are implemented**

**Responsibilities of Staff**

* **To be familiar with and follow this policy at all times**
* **To inform the Manager if they have concerns about a child’s attendance or punctuality**

**Attendance**

* **To be aware that poor attendance and/or punctuality could be a safeguarding issue and to respond in accordance with the centre’s Safeguarding & Child Protection Policy**
* **To ensure that registers are accurately completed with late marks and reason codes for every absence**
* **To mark a child as being late if they arrive after 9.00 for the morning session or 12.40 for the afternoon session**
* **To provide positive messages to parents/carers about the importance of punctuality and good attendance**

**Responsibilities of Parents**

* **Ensure that children are brought and collected by a responsible adult, over the age of 16**
* **To ensure that their child attends every session unless they are unwell**
* **To bring and collect their children promptly--please remember that it is very distressing for children to be left until last**
* **Bring children into the nursery classroom and ensure a member of staff is aware of their arrival**
* **To inform the nursery by telephone on the first day if a child is absent because of illness and again at regular intervals if the illness is prolonged**
* **Where possible, to inform the nursery in advance if their child is going to be absent and to give the reason for the absence--this can be done by telephone or letter**
* **To avoid making appointments for their child that occur during school time**
* **To write to the Manager to obtain written permission for holidays during term time**
* **Ensure that the nursery is informed every time someone different will be collecting their child and that person has a password**

**This sets out the procedures to be followed in the event that a child is absent from nursery.**

**Procedure**

**• If you are planning holidays during term time you must let us know in advance so we can record this in our register.**

**• If your child is sick or cannot attend for some reason, you must call us before 9.15am that day to let us know.**

 **• If we have not heard from you by 9.35am we will call you to establish why your child is absent.**

 **• If we cannot make contact with a parent/carer we will use all the contact details and the emergency contacts you have given us to try to establish why your child is absent. • If we are concerned about the welfare of a child we reserve the right to contact social services.**

 **• Fees remain payable during periods of absence, unless alternative arrangements have been agreed.**

**• We must notify Surrey County Council where children in receipt of Early Years Free Entitlement are absent for more than 2 weeks in a term**

**Criteria for Success**

* **Attendance targets are met**
* **Children are seen to want to come to nursery**
* **Parents demonstrate an understanding of the importance of regular and prompt attendance in promoting their child's learning**

**Associated Policies**

 **Safeguarding & Child Protection**

 **Uncollected Children**

 **Admissions**

**This policy is reviewed annually by Wavertree Christian Fellowship Nursery and Pre-school.**

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