



# Burnholme Nursery- Attendance Policy

## Aims of the policy

This policy reflects the aims of this nursery by:

- **Encouraging staff, parents/carers and children to maximise the learning experience in order that all children reach their full potential.**
- **Providing clear procedures relating to good attendance and punctuality in partnership with parents and carers in Early Years, ensuring that good habits are formed early, so that children are school ready**

### As a nursery we ask that:

- Should your child be unable to attend our setting on their nominated day we would kindly ask that you contact us to give an explanation **by phone or email**. Please leave an answer phone message if we do not answer the phone
- If we do not have an explanation of absence, we will endeavour to contact you that day.
- If we are unable to speak with you then we will leave a message asking you to call us back to give an explanation as to why your child has not attended nursery
- All absences are recorded, and regular absences will be discussed with parents to understand any ongoing issues.
- Absences are also recorded for safeguarding concerns, if a child has regular absences and there is no explanation then we may feel that we need to discuss this with the local safeguarding team.
- We recognise that sometimes families may need extra support with attendance and punctuality, therefore good communication is essential between you and our setting
- We will work with you to support your child's good attendance and punctuality. Where children's attendance is poor and not improving, we will talk to you about the available support from your local children's centre, for example, implementing bedtime routines, parenting classes.
- If your child is in receipt of funding then you have a duty to commit to your child attending regularly, as a nursery who receives this funding, we have a duty to report any regular absences to the local authority which may lead to them stopping this funding at any time
- If your child has failed to attend for 3 consecutive weeks or more, without a justifiable reason, we may withdraw your child's place. We can only do this once all other routes have been exhausted and the setting has provided evidence of this to and sought the approval of the Early Years' Service.

The process for formally withdrawing a child's place is as follows:

- We will attempt to contact the family twice weekly to meet with them to seek a justifiable explanation (by telephone and followed up by email)
- We will send a letter inviting you to attend a meeting to discuss the situation and warning them of the action that will be taken after 6 weeks.
- We will continue to attempt twice weekly contact through phone and email
- We will send a letter in the final week, explaining that the place will be withdrawn on a specific date.

**Transition**

- If you decide to move your child to another setting, then please inform us so that we can take them off our register and send on records to the next setting to ensure smooth transition.

**Benefits of children attending nursery both on time and regularly are:**

- That they have a positive impact on all aspects of a young child's learning and development. A regular routine supports the young child to feel settled and secure. Unsettled children have higher stress levels which, in turn, prevent them from being able to benefit fully from the learning opportunities available.
- Promotes secure attachments, building positive relationships with peers and staff
- Wellbeing – increased self-esteem and confidence
- Enables children to develop a sense of belonging