

Attendance Policy

We work within the Statutory Framework for the Early Years Foundation Stage (EYFS), published by the Department for Education (DfE) in March 2021, effective from September 2021

Links to:

Childcare Act 2006	Daily registers
Convention of the Rights of the Child, UNICEF 1992	Child Protection and Safeguarding Policy
Data Protection Act 2018	Arrival/ Collection Policy

Children should be at nursery, on time, for every session/ day they attend, unless the reason for the absence is unavoidable. Children should arrive at the setting approximately 5 minutes before their session/ day starts. Notes are recorded on the register as to the reason for the late arrivals. If a child is reluctant to attend the setting, communication between parent and nursery is encouraged. When children arrive late this can disturb our registration and circle time so please try to attend as it is good for the children for their routine and they miss out. (see also Arrival and Collection Policy)

We appreciate that, from time to time, children may be absent from nursery and that this can be for various reasons such as holiday, illness, and family commitments. Absence is either authorised, such as in the case of illness or of religious/ cultural observance, holidays or unauthorised, when there is no reason given for such absence or when it is considered that the explanation is unjustified or unreasonable.

However, the nursery is required by law to maintain an accurate record of the attendance and absence of each child and parents are asked to assist in this process by keeping the nursery informed if their child is absent for any reason. We ask that the procedures below are adhered to.

This is to ensure that we continue to work and maintain high standards of communication with our families and can safeguard the children that attend the nursery.

Procedures

Children who are absent due to illness

When a child is absent due to illness, we ask that you notify the nursery at your earliest convenience. This is to ensure our record keeping is accurate and, where appropriate, we can communicate to other families about any possible contagious illnesses (such as chicken pox). Personal details of children who are unwell are kept confidential.

Some childhood illnesses are reportable to the Health Protection Agency (HPA) and Ofsted, therefore, notification is important to ensure the reporting requirement is met. There may also be other action required as the result of any notifications such as deep cleaning of areas.

When a child is repeatedly absent due to the same illness the nursery may request a note from your doctor as confirmation. This supports the nursery with safeguarding the children that attend.

Please note: We do not offer a discount to nursery fees for absences due to illness. This includes occasions where a practitioner excludes children as per the Public Health Agency Infection Control Guidance.

Merry-go-Round Day Nursery Policy

Children taking Holiday, Religious/ Cultural Observance, or other Family Commitment

When your child is absent from the nursery due to planned holiday, we ask for you to notify the nursery in advance. If this is not possible then we ask for you to notify the nursery at your earliest convenience. This is to prevent the nursery from having to contact you whilst you are away.

Please note: We do not offer a discount to nursery fees for family holidays.

Children who are absent without Notifying the Nursery

If a child is absent from the nursery without advance notification the nursery will attempt to make contact after the child's second missed session to ascertain a reason for their absence. Once a reason has been obtained it is documented so that frequency and reasons for absences can be monitored.

If a child is on a Child Protection Plan or a Child in Need Plan and is absent without notification, contact from the nursery DSL will be daily and continuous until we are able to contact the parent/ carer. These processes support safeguarding the children in our care.

Role of Staff

The staff within each room complete a register at the beginning of each morning and afternoon session. Staff will note absences in the register, with reasons provided. They will attempt to contact the parent/ carer (see above procedures) when no contact is made.

When appropriate, practitioners raise any concerns with the Manager who takes appropriate action when absences are a concern and contacts the parents/carers to discuss attendance issues.

Adoption Date: 1st September 2021.

Signed:

Nm Orel .

Annual Review

Reviewed 1st September 2022

Reviewed 1st September 2023

Next review 1st September 2024