



Buxton Nursery Ltd Attendance Policy

Although at Buxton Nursery we recognise that attending nursery is not statutory, 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 a good attendance routine at nursery sets the pattern for when they move into Foundation stage and their school journey begins.

Our Attendance Policy aims are:

1. To create a culture where good attendance is 'normality' and valued.
2. To ensure that all of our children are able to achieve their maximum potential, academically, physically, socially and emotionally.
3. To be consistent in the implementation of our policy and procedures.

Promoting Regular Attendance.

As set out in this policy we will work with families to identify the barriers to achieving and maintaining excellent attendance and offer the right service at the right time to try to resolve any difficulties.

To support good attendance, and safeguarding, at Buxton Nursery, we ensure the nursery is welcoming and every child feels a sense of belonging and connectedness.

Buxton Nursery will always work in partnership with our parents and carers and recognise that poor attendance can be an indication of difficulties in a child's life and their lived experience. This may be related to problems at home or in nursery.

Parents/carers should inform the nursery of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in nursery, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the nursery to identify any additional early help that may be required. Safeguarding is a priority, concerns for any child at any time will be reported to the Designated Safeguarding Leads (Laura Bowers, Deborah Connolly, Coral Ward and Janine Hall) We will always follow Keeping Children Safe in Education and our Child Protection Policy. Safeguarding is taken seriously and we will always contact you if you have not made contact with us regarding your child's absence.

Some children are more likely to require additional support to attain good attendance, for example, children who are vulnerable, have a medical need or EHCP plan will be monitored and supported in the nursery. At Buxton Nursery we will proactively identify and follow up on a child's non-attendance and gather information about the child.

Absences should be reported using the Family app which is an efficient and secure system for reporting your child's absence due to illness. Parents can use it to tell us whenever their child is ill and unable to attend nursery. We thoroughly monitor all absences, and the reasons that are given.

Procedures

It is the responsibility of the parent/carer to notify the Nursery through Famly or by phone or email if their child will be absent for any reason e.g. illness, holiday, etc. If you know holidays in advance it is greatly appreciated to let us know these.

If we haven't heard from you a member of staff will contact you by telephone or Famly to ascertain the reason for absence, we will also keep a record of non-attendance and of our contact attempts. If there is no contact after one week a home visit may be complete and / or a letter will be sent to the family (where there is ongoing support in place, a home visit may take place sooner). If necessary, an appointment will be made with the nursery manager to discuss the matter.

If contact cannot be made through phone calls and home visits, we do have a duty of care and therefore may refer to outside agencies based on safeguarding concerns. If after one month the child has not attended nursery and a reasonable explanation has not been shared, the child's name will be removed from the Nursery register and the place allocated to another child on the waiting list. If you claim funding, long or regular absences may affect your entitlement and we would need to contact Derbyshire County Council for advice

We ask that you contact the nursery on the first day of absence before 8:30am. You can do this by:

- Sending a message on Famly giving the reason for the absence
- Telephoning the nursery and speaking to a member of staff (you will be asked to log the absence on Famly)
- Emailing the nursery on nursery@buxton-inf.derbyshire.sch.uk

We ask you to log every further day of absence, again before 8:30am using any of the methods above.

If a written reason has not been provided then you will be asked to sign your child's absence log giving the dates and reasons.

We will always work in a supportive way with all our nursery families and try to find a way to help and support getting your child into nursery. We will create a personalised action/support plan to address any barriers to attendance

We can and will contact outside agencies, for example medical care, social emotional support, family support agencies if it is felt that this support is needed to help improve attendance for the child/ren.

Good time-keeping is a vital life skill which will help children as they progress through their school life and out into the wider world. Children who arrive late disrupt sessions and, if a child misses the start of the session, they can feel unsettled and embarrassed.

Understanding barriers to attendance

Whilst any child may occasionally have time off nursery because they are too unwell to attend, sometimes they can be reluctant to attend nursery. Any barriers preventing regular attendance are best resolved between the nursery, the parents/carers and the child. If a parent/carer thinks their child is reluctant to attend nursery, then we will work with that family to understand the root problem and provide any necessary support. All agencies who work with children have a duty to support the Local Authority in ensuring all children are safe and looked after appropriately.

It is our responsibility as a nursery to work with agencies by making referrals as we feel is necessary and appropriate.

Other Policies supporting attendance.

Relationships Policy

Behaviour Policy

SEND Offer

Safeguarding Policy

Buxton Nursery expectations– Parents/carers:

- I. Parents should ensure that their children arrive at nursery on time, with the correct equipment and suitably dressed for the time of the year.
- II. Parents should support the nursery by avoiding, if possible, non-emergency medical/dental appointments for their child during term time.
- III. It is the parents' responsibility to inform the nursery of the reason for a child's absence on the first day of absence and in line with the nursery's procedures for informing of absence.
- IV. All unexplained attendances will be monitored and parents will be kept informed about any attendance concerns relating to their own child.
- V. Parents are expected to attend meetings when requested and support the nursery in responding to ongoing attendance concerns.

Buxton Nursery expectations- Nursery Staff

The Nursery Staff will:

- i. Provide a good example by always being punctual to nursery and meeting children at the door– providing a welcoming environment.
- ii. Build a welcoming atmosphere in the nursery and provide support as necessary when children return after an absence.
- iii. Ensure that parents of absent children are contacted where notification of absence has not been received
- iv. Be aware of their responsibilities with respect to promoting attendance and punctuality and adherence to the attendance policy and procedures
- v. Monitor and track the attendance of vulnerable groups
- vi. Follow up any irregular patterns of absenteeism
- vii. Respond to any parent seeking support on attendance concerns
- viii. Ensure that reference to attendance is included in all nursery documentation e.g. newsletters, letters to parents, etc
- ix. Keep an accurate and up-to-date register of attendance.
- x. Follow the Attendance Policy procedures

Policy adopted on _____

It will be reviewed on _____

Signed _____(Manager)