

Safeguarding

Attendance and Absence Policy and Procedure

Statutory Framework for the Early Years Foundation Stage

Quote Reference: 3:2

'Providers must take all necessary steps to keep children safe and well'

Purpose of the Policy

The purpose of this policy is to support parents/carers to establish good patterns of attendance which will help children to settle into routines and form good habits which will support their early learning achievements and transition into Primary School.

We aim to:

- Monitor the attendance of all children accessing day care provision.
- Identify reasons for absence and support families to establish good patterns of attendance.

What parents\carers should do

- Ensure your child attends agreed nursery sessions.
- If your child will not be attending their agreed nursery session(s) you should inform the Family Centre on the first day of your child's absence, or prior to their first day of absence if this is appropriate.
- Ensure you inform the Family Centre of any changes to your contact details specified on your Parent/Carer Contract to ensure we can contact you regarding any absence.

What the Family Centre will do

- Record and monitor your child's attendance at nursery.
- Record notifications of absence of a child.
- Where notification of absence of a child is not received we will follow the Attendance/Absence procedure.