

Nursery Attendance Policy

At Just for Kidz Nursery we believe that good attendance is essential if children are to remain 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. Also we believe regular attendance at nursery can set good practice for statutory school.

Our aim is:

- to create a culture in which good attendance is 'normality' and valued
- to value the individual and be socially and educationally inclusive
- to be consistent in implementation of our policy and procedures

All parents will be made aware of the importance of regular attendance prior to entry and of the importance of collecting children on time. Our Failure to Collect procedure outlines our practice if a child is not collected from nursery.

The Nursery collates and monitors attendance information for all children each half term in line with safeguarding good practice using date from registers and signing in and out sheets.

All parents are made aware of the expectation that they inform the school by telephone on the first day of absence. If a child is absent for a second day without notification the school will contact the family by telephone to find out the reason for the absence. If the child is known to Social Care they will be informed of the unauthorised absence.

If after one week there has been no contact the school will send a letter to the family. If there is still no response after a further week, the school will inform the Education Welfare Service. An Education Welfare Officer will liaise between home and school and is able to advise and support families on the importance of regular attendance.

If after one month there has been no contact the child's name will be removed from the register and the place allocated to another child on the waiting list. The Local Authority will be informed that the child has left the nursery.

Leave of absence for family holidays

Guidance issued by the Local Authority is that holidays in term time should be discouraged. Parents are required to inform nursery in writing the reason for the leave and dates their child will not be attending nursery.

To be reviewed annually.