



St. Michael's Nurture Nursery Attendance Policy

AIM STATEMENT

We provide a safe, supportive Christian environment for all the community, where we work together to be successful learners.

‘Together we succeed’



Attendance policy

This policy sets out the procedures to be followed in the event that a child is absent from Nurture Nursery.

We expect all parents and carers to:

- encourage regular nursery attendance
- ensure nursery is contacted when the child is not attending
- contact the nursery on the first day of absence
- contact the nursery regarding any issue that may keep their child off school

FUNDED CHILDREN

Funded Children must adhere to the Provider and Parent/Guardian Agreement. A copy of this agreement is given to all parents when they access their funded place, and they must sign the parent/guardian declaration form (PDF) for either 2 YEAR OLDS FREE ENTITLEMENT or 3 and 4 YEAR OLDS FREE ENTITLEMENT prior to their child starting at St. Michael's Nurture Nursery.

The agreement states:

- "The parent must make sure that their child attends the hours/sessions that they are claiming the funding for in an agreed pattern of attendance. If the child has persistent non-attendance, WCC reserves the right to re-claim those hours from the provider"
- "A child is allowed to take short term absences without the funding being withdrawn e.g. sickness or holidays, but reference should be made to the Early Years Funding office for extended periods"

Procedure

- If you are planning holidays you must let us know in advance so we can record this in our register.
- If your child is sick or cannot attend for some reason, you must call us on the first day of absence
- If we have not heard from after three days we will call you to establish why your child is absent.
- If we cannot make contact with a parent/carers we will use all the contact details and the emergency contacts you have given us to try to establish why your child is absent.

- If we are concerned about the welfare of a child we reserve the right to contact Warwickshire Children Safeguarding Board.
- Fees remain payable during periods of absence, unless alternative arrangements have been agreed.
- We must notify Warwickshire County Council where children in receipt of Early Years Free Entitlement are absent for more than 2 weeks in a term.
- Funding will be withdrawn for your child if they are absent without reason after three weeks.

Nurture Nursery staff will recognise the importance of good practice by:

- Keeping and maintaining registers accurately.
- Maintaining a consistent approach to marking registers.
- Regularly analysing attendance data.
- Ensuring prompt follow-up action in case of non-school attendance in accordance with the Child Missing from Education (CME) guidance.
- Guidance on the accurate completion of registers – Attendance Manager and Attendance Co-ordinators have been on training and given feedback to staff
- Regularly analysing attendance data
- Accurate record all non-attendance telephone messages on parent information sheet and/or CPOMS.
- Understanding the clear links between attendance and achievement.
- Understanding the clear links between attendance and safeguarding children.
- The inclusion of attendance information in School documentation, e.g. the Prospectus, Reports, Home-School Agreements .