

## King Square Community Nursery Absences

### Policy statement

We believe that good attendance and punctuality is vitally important for the learning and wellbeing of children. Children who attend nursery regularly, arrive and are collected on time are more secure and better able to engage with the learning environment. Arriving late for nursery is an obvious bad start to the day. It is important that children learn to be punctual.

Unless your child is genuinely ill, there should never be any discussion about whether or not a child will be going to nursery on that day. Parents should give their children a positive attitude towards education, school and nursery from the earliest opportunity.

*What are acceptable reasons for absences?*

The following are acceptable reasons for your child being absent from nursery:

- Illness
- Medical appointments
- Religious holidays
- Exceptional family circumstances e.g: a wedding or funeral

*What are unacceptable reasons for absences?*

The following are unacceptable reasons for your child being absent from nursery:

- Birthdays
- Family Visits
- Shopping
- Looking after other family members.

*What do I do if my child won't go to nursery because of bullying?*

Bullying is concerning for children and their parents. It can have a significant effect on a child's education and emotional wellbeing. If you think your child is being bullied you should:

- Speak to your child's key person - they can then monitor the behavior of the children.
- Keep a record of specific incidents - this can help parents and staff communicate any problems and provide the nursery with information that can be investigated.
- Speak to the Manager or Deputy - if the bullying continues.

- You can ask the nursery for a copy of its anti-bullying policy at any time.
- Ensure that the nursery is informed every time someone different will be collecting their child and that person has a password. The password should be changed regularly.

#### Roles and responsibilities:

##### for parents and carers

- To ensure their child attends every session unless they are unwell.
- To avoid making appointments for their child that occurs during nursery time.
- To inform the nursery by telephone or email on the first day if a child is absent because of illness and again at regular intervals if the illness is prolonged.
- To inform the nursery if their child is going to be absent and to give the reason for the absence - this can be done by telephone or letter.
- The office will contact you by telephone each day by 9.30 am if you do not inform us of absence.
- To request permission for absence from the nursery if they wish to take their child out of nursery on a regular basis to take part in an educational activity such as swimming lesson.
- To bring and collect their children promptly - please remember it is very distressing for children to be left until last.
- Ensure that children are brought and collected by a responsible adult, over the age of 16.
- Bring children into the nursery reception area and ensure a member of staff is aware of their arrival

##### for Head of Nursery

- To ensure parents/carers understand the importance of punctuality and attendance.
- To monitor attendance and punctuality termly.
- To speak informally to parents/carers if a child's attendance is below the expected level of 95% or if poor punctuality seems to be having a significant effect upon the child's education.
- To write to parents if attendance remains low or punctuality does not improve, after informal conversation.
- To inform Children's Social Care if poor attendance or punctuality indicates that the child's welfare could be in jeopardy.

- To withdraw the child's place in extreme circumstances - but not if this could further endanger the welfare of the child.
- To ensure strategies for encouraging good attendance are implemented.

#### for Keyperson

- To monitor the attendance and punctuality of their key children and ensure a reason is obtained every time a child is absent from nursery.
- To inform the Head of Nursery if they have concerns about a child's attendance or punctuality.
- To be aware that poor attendance and/or punctuality could be a safeguarding issue and to respond in accordance with the nursery's Safeguarding Policy & Procedures.
- To ensure that registers are accurately completed with late marks and reason codes for every absence.
- To mark a child as being late if they arrive after 9.30 for the morning session or 1.15 for the afternoon session
- To provide positive messages to parents/carers about the importance of punctuality and good attendance.

#### For Management Committee

- To agree, support, monitor and review the implementation of the nursery's policy on attendance.
- To monitor attendance rates termly.
- To monitor strategies for encouraging good attendance

#### **This policy links to the following Nursery policies:**

- Safeguarding Children
- Children who are collected late or are uncollected
- Admissions Policy

This policy was adopted by	King Square Community Nursery	
On	<hr/> 14 <sup>th</sup> January 2022 <hr/>	
Date to be reviewed	<hr/> 14 <sup>th</sup> January 2023 <hr/>	
Signed on behalf of the provider	<hr/>	
Name of signatory	Jackie Morgan	Lisa Bassett
Role of signatory	Manager	Chair

This policy was read and signed by

Parent/carer of

On

Parent name

Parents signature

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