



FEVERSHAM
FIRST STEPS UNDERCLIFFE

CHILD ABSENCE POLICY

UPDATED SEPTEMBER 2018

CHILD ABSENCE POLICY

If your child should be unable to attend our setting on their nominated day/s we would ask that you call us to give an explanation by phone or email. If we do not have an explanation of absence we will endeavor to contact you ourselves. If we have any concerns and fail to make contact within 48 hours by phone or mail we will contact Children's Services (This is in accordance with the Children's Act 2004)

This policy reflects the vision and aims of this nursery school by:

- Encouraging staff, parents/carers and children to maximize the learning experience in order that all children reach their full potential
- Providing clear procedures for involving parents/carers relating to school attendance

PRINCIPLES

Regular and punctual attendance is of paramount importance in ensuring that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late and research has shown the negative effect of absence. Children should be at nursery, on time, every day that it is open, unless the reason for the absence is unavoidable. Permitting absence from pre-school or a funded 2 year old place without a good reason must be acted upon by the setting. Children should try to arrive at Nursery no later than 9:00 am for morning sessions or 1.00pm for afternoon registration.

If a child is reluctant to attend the setting, communication between parent and nursery is encouraged. It is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse. It might be that we can work together maybe settling the child again; this may be needed after a prolonged absence such as a long holiday.

As an Early Years setting, we actively encourage parents to support us in this policy, as our absence statistics are scrutinized by OFSTED and have an impact on the overall judgment a setting is given. Parents/carers are expected to contact the setting at an early stage and to work with the staff in resolving any problems together. If difficulties cannot be sorted out in this way, the nursery may refer the child to the Children Services. It is the parents/carers responsibility to contact the nursery either by telephone or in writing whenever the child is absent. This must be on the first day of absence by 9.30, and subsequently on a daily basis. In the case of medical appointments, evidence may be required although all appointments should be made outside of the settings hours where possible.

THE ROLE OF STAFF

Staff completes a register at the beginning of each morning and afternoon session in nursery. If parents/carers have not explained the reason for absence the staff will ring the parent/carer, in cases of a CP case or child with any issues we are concerned with we will contact parents on the morning of the first absence.

When appropriate, practitioners raise any concerns with the Manager who takes appropriate action when absence is a concern and contacts the parents/carers to discuss attendance issues.

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PROCEDURES

Monitoring of these records will take place regularly and letters and/or meetings will be sent/arranged by the setting, including a referral to the Children Services, where necessary. If absence is a persistent problem (15% or more) a meeting will be arranged at the setting with the parent and Manager. The staff will keep a weekly record of child absences on our registers. The nursery monitors absences and records them on the absence record.

ARRIVAL TIMES AND LATENESS

In pre-school we are trying to get children ready for school so it is essential for your child to attend on time. It is necessary for children to be punctual. When children arrive late this can disturb our registration and circle time so please try to attend as it's good for the children for their routine and also they miss out.

Feversham First Steps day Nursery adheres to the Early Years Foundation Stage Curriculum and acts on advice given by Bradford Council in conjunction with OFSTED.

This policy was reviewed management on: 24.09.18