

Attendance Policy

Monitoring attendance and expecting full attendance assists us in ensuring children are happy, safe and secure. Children build relations with their peers and their key person by having regular sessions. Children feel comfortable and secure having routine, and understanding what is happening, when, where how and why.

We encourage all children to attend the days they are registered for.

If your child is unable to attend, we ask parents to call before their session, or as soon as possible, providing a reason and the expected return date.

Children are permitted to take holidays at any time throughout the year, we simply ask for prior notification so not to presume them missing or at risk of harm. Fees are still applicable during vacation days.

We advise that should you have an appointment for your child, you make it at the beginning of the day so that they only come to nursery after, or at the end of the day, so they only come before. Sending children to nursery then taking them out for a period only to bring them back can cause upset and disrupt the routine which makes them feel happy and secure.

Should extra sessions be required these can be requested at any point however may not be guaranteed. Additional fees will be added to next invoice for additional days.

If your child has numerous days off in a row and becomes unsettled, we may ask for them to do shorter hours to allow the child to become settled again and ensure the child is as happy and feeling secure as possible whilst in our care.

Absent without informing

Should children not arrive to their session and contact has not been made by parents a member of the management team will call home to check the child and family are ok and do not need assistance. If your child attends on a morning or a full day, we will aim to contact you at 10am, if your child does an afternoon session, we will aim to contact you at 2pm. We call at these times to allow all children to come in, even if they are running a little bit late.

If contact is not achieved with parent 1 then parent 2 will be called. In the event neither parent/carer is available the emergency contact will be called. If that emergency contact is unavailable the second emergency contact will be called.

In the event all four contacts are unavailable they shall all be contacted again, in order as above.

If second attempt to contact all four numbers fails an email and text will be sent.

Should no contact be made after the above efforts a home visit may be necessary. When carrying out a home visit the aim is to gain evidence that the child is safe and well. Should staff be unable to see the child or Tina's Tots is at all unsure about the safety and wellbeing of the child, Education Safeguarding or Social services will be called. They may make a home visit also.

Who may be informed of my child's absence?

All absences will be recorded, and information stored for 3 years in line with data protection law.

As mentioned above Education Safeguarding will be informed if a child is absent without contact, absent for long periods of time or Tina's Tots has concerns about their welfare. Education Safeguarding: 0113 3789685

Absences will be logged on the child’s overall record with details of the reason for absences. The log appears as below. Should there appear to be a pattern of concern or Tina’s Tots is at all unsure about the safety and wellbeing of the child, social services will be contacted. Social services: 0113 3760336.

Where children obtaining 2-year-old funding are frequently absent or have an attendance percentage below 90%, the local authority funding department will be notified. This could affect a child’s suitability for funding. Families first funding: 0113 3789700

Staff Absences

Staff attendance is very important as we are bound to ratios and consistency allows children to feel safe and secure. Tina’s Tots employs more staff than is required due to recent years of illness across the country. We do not use supply staff as a rule but may choose to do so in emergency situations. Tina’s Tots should be able to cover staff absence in house however should there be a time we cannot cater for all children to attend; we reserve the right to cancel a child’s session with limited notice to protect and safeguard children. This will be monitored and approached fairly. See COVID path out of restriction document for contingency plan for COVID outbreak.

Staff absence is monitored, and poor attendance is approached through supervision meetings, mindfulness conversations and tasks and may result in action being taken, development plans implanted or disciplinary action.

Should Tina’s Tots cancel your session/sessions you will be refunded in part or fully depending on circumstances.

The log kept on all children and staff:

Full Name: Joe Bloggs		DOB: 01.01.21		Address: 72 Ring Road, LS25 3RU		GP: Dr Who Surgery	
Mums Name: Joanne Bloggs		DOB: 02.02.92					
Dads Name: Joseph Bloggs		DOB: 03.03.93					
Siblings: Josephine Bloggs		DOB: 04.04.04					
Date	Accidents at Nursery	Existing Injuries	Sent Home	Attendance Missed	Safeguarding Concerns	Conversation Log	Actions Taken

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Reviewed by: C Smith