Notting Hill Day Nursery Attendance policy

**Promoting Regular Attendance**

At Notting Hill we recognise the connections between attendance, attainment, safeguarding and wellbeing. We are committed to promoting excellent levels of attendance and punctuality, enabling our children to take full advantage of the educational opportunities available to them. Helping them to become emotionally resilient, confident and competent adults who can realise their full potential and make a positive contribution to their community.

* Absence and lateness affect children’s ability to participate and benefit from the curriculum.
* Poor attendance and punctuality may result in a child finding it difficult to settle, to become involved and to form social relationships.
* Regular attendance and punctuality help to instil good habits and promote the development of a positive attitude towards nursery/school.

We believe in developing good patterns of attendance and set high expectations for the attendance and punctuality for all our children from the outset. We monitor and track attendance recognising that young children have increased safeguarding risks due to their reliance on care.

**To support good attendance,**

* Ensure the nursery is welcoming and every child feels a sense of belonging and connectedness.
* Ensure the nursery site is open at the stated times.
* Ensure the regular, efficient and accurate recording of attendance is completed each day.
* Ensure all the dates when nursery is closed dates are shared with parents.
* Safeguarding is taken seriously, and we will always contact you if you have not contacted us regarding your child’s absence.

**We will always work in partnership with our parents and carers**

We recognise that poor attendance is often an indication of difficulties in a child’s life and their lived experience. This may be related to problems at home or in nursery. Parents/carers should inform the nursery of any difficulties or changes in circumstances that may affect their child’s attendance and or behaviour in nursery, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the nursery to identify any additional early help that may be required. Safeguarding is a priority, concerns for any child at any time will be reported to the Designated safeguarding lead Emma Poole.

We understand that some children are more likely to require additional support to attain good attendance, for example, children who are vulnerable, have a medical need or EHCP plan will be monitored and supported in the nursery.

**Absence Procedures**

It is important to distinguish between authorized absences (e.g., illness, religious observance) and unauthorized absences (e.g., unexplained or unjustified absences). While noting that we monitor all absences, and the reasons that are given.

* It is the responsibility of the parent/carer to notify the Nursery by phone or email if their child will be absent for any reason e.g. illness, holiday, etc. This should occur on the first day or absence.
* Ensure that your child returns to nursery as soon as possible after an absence.
* If you know holidays in advance it is greatly appreciated to let us know these.
* If we haven’t heard from you a member of staff will contact, you by telephone to ascertain the reason for absence. If we cannot reach you, we will leave a message and send an email.
* We may use your child’s emergency contact details
* If there is no contact after one week a letter will be sent to the family.
* It may be necessary to conduct a home visit.
* Accurate records of attendance, absences and communication are crucial. These records should be kept securely and may be shared with relevant agencies as needed.
* If after one month the child has not attended nursery and a reasonable reason has not been shared, the child’s name will be removed from the Nursery register and the place allocated to another child on the waiting list.

**Understanding barriers to attendance**

Whilst any child may occasionally have time off nursery because they are unwell other factors may also affect attendance. We will work with families to identify the barriers to achieving and maintaining excellent attendance and offer the right service at the right time to try to resolve any difficulties.

All agencies who work with children have a duty to ensure they are safe and looked after appropriately. It is our responsibility as a nursery to work with the Local Authority, Education and Inclusion teams, by making referrals as we feel is necessary and appropriate.

**Expectations of parents**

* Parents should ensure that their children arrive at nursery on time, with the correct equipment and suitably dressed for the time of the year.

**Expectations of Nursery Staff**

* providing a welcoming environment.
* keep an accurate and up-to-date register of attendance.
* follow our attendance Policy procedures
* maintain swift action and effective communication with the manager and DSL on all attendance matters concerning a child.

**Other policies supporting attendance.**

Safeguarding Policy.

SEND Offer

 Policy adopted

Aug 2025 – Emma Poole

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