Fledglings Day Nursery

# Non-attendance Policy

Date Reviewed: August 2023

Review Due: August 2024

Reviewed by: Miss A West

# 1 Introduction

Regular attendance to the school/setting is extremely important. Research has shown that improved attendance is closely linked to improved outcomes for children.

Non-attendance has been shown to be habitual and the earlier good habits are embedded for the better.

## 2 Aims and objectives

The aim of this policy is to set out the procedures we follow in the event of a child being absent from the school/setting.

The objective of this policy is for all staff and parents/carers to understand the importance of regular attendance.

## 3 Non-attendance

**3.1** When a child is absent from our school/setting for any reason, parents/carers are requested to call or email by 9.30am to let us know as soon as possible. We then record on the attendance register when and why the child is absent (e.g. sickness, holiday).

**3.2** If we have not heard from parents/carers by 9.30am we will contact parents/carers, using the contact details and emergency contacts we have been provided with, to try and establish why their child is absent.

**3.3** If we are concerned about the welfare of a child we reserve the right to contact social services.

**3.4** Where fees are payable, these remain due during periods of absence, unless alternative arrangements have been agreed.

**3.5** We must notify the local authority when children who are in receipt of funded places are absent for more than two weeks in a term.

**3.6** We encourage good attendance and strongly advise that parents/carers do not take their children on holiday during term time.

**3.7** If a holiday is planned during term time parents/carers must request us to approve leave of absence for their child.

**3.8** Parents/carers must advise us in advance if their child will be absent for example, if they are having an operation, so we can record this on our register.

**3.9** We have an absence form for parents/carers to fill in stating the days their child will not be attending the school/setting and the reasons why.

**4 Monitoring and review**

This policy was agreed and implemented in August 2023 and is due for review in August 2024.

 There will be ongoing monitoring of this policy as some aspects may require amending/updating before the review date should there be any incidents which take place relating to it that give cause for concern.

**Name: Miss A West**

**Signed: A West**

**Date: August 2023**