

Seedling Nursery

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Seedling Nursery Leamington Spa
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Absent Child Policy

This policy relates to the care, safety, health and well-being of the child. At Seedling Nursery we believe good attendance is essential if children are to be settled and take full advantage of the learning and development opportunities available to them.

All parents are to be made aware of the importance of regular attendance prior to entry and of the importance of collecting children on time. We ask parents to be prompt in bringing their child to nursery and collecting them at the end of their session. All parents/carers will be encouraged to ensure their child achieves the maximum attendance possible.

We understand that many children suffer from childhood illness and in the instance that your child should be unable to attend our setting on their nominated day we would ask that you call us to give an explanation by phone, text, or email. If your child is in the Buds room then when your child returns to Seedling Nursery you will be asked to sign an absent form stating the reason for the absence. [Absent form](#)

Monitoring attendance at nursery will support the safeguarding of children. If we do not have an explanation of absence we will endeavour to contact you that day. If we 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 maximise 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 the nursery 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 attending our preschool hours should arrive at school no later than 9.00am for morning sessions registration. Any arrival after the register has been taken will be marked in the register as "Late - L". Arrivals after 09:15am should complete an absence form, unless a subsequent, reasonable explanation is provided.

Notes are recorded on the register as to the reason for the late arrival. If a child is reluctant to attend the setting, communication between parent and school is encouraged. As an Early Years setting, we actively encourage parents to support us in this policy, as our absence statistics are scrutinised by Ofsted and have an impact on the overall judgement 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 school may refer the child to the Children Services.



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It is the parents'/ carers' responsibility to contact the nursery either by telephone or by text whenever the child is absent. This must be on the first day of absence by 9.30, and subsequently on a daily basis.

THE ROLE OF STAFF

Nursery Staff complete a register at the beginning of each morning and afternoon session. If parents/carers have not explained the reason for absence by 10am, the team will ring the parent. If no explanation is given the staff enters this as unauthorised. 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.

ABSENCE & EARLY EDUCATION ENTITLEMENT

Our contract with the Local Authority states;

It is the responsibility of the Provider to maintain accurate records of children accessing early education and childcare funded places including recording absences and the reasons for them. Early Education and Childcare funding is based on regular participation. Providers must ensure that parents understand that the funded offers are delivered based on the participation of their child at the Provider.

Providers must follow their normal absence management process and contact the child's parent (unless already notified) to ascertain:

- the reason for the absence
- and the likely return date

Regular non-attendance of the child at the provision may result in the funding being withdrawn and as such providers must:

- Regularly review patterns of attendance and consider the withdrawal of sessions where a child is not participating on a regular basis to allow those hours to be made available to other children
- Inform the Local Authority as soon as possible of regular absences of funded children, so that the LA may consider the impact of the absence for the early education and childcare funding claim.

Should a Provider fail to contact the LA to confirm details of regular absence or absences of more than ten days, the LA, following investigation of absences, may also withdraw funding for the child. The withdrawal of early education and childcare funding would mean that any associated costs of the child's attendance at the provision would become a private funding arrangement between the parent and the provider.

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. Registration is 9:15am and 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.

This policy last updated	Signed on behalf of the nursery	Date for review
Oct 2019		Sept 2020

