

Young Parents Centre Nursery

Absence and Attendance Policy

The Nursery at Young Parents Centre is a non-statutory provision for Early Years education of babies. However, there is a proven link between attendance, punctuality and children's attainment. We expect parents to commit to bringing their child to the nursery regularly.

Young Parents Centre Nursery is committed to promoting excellent levels of attendance and punctuality, enabling our babies to take full advantage of the opportunities available to them.

Regular attendance and punctuality are important because:-

- Absence and lateness affects babies' ability to participate and benefit from the curriculum.
- Babies who arrive late could disrupt the routine of the nursery and the work/progress of others.
- Poor attendance and punctuality may result in a baby 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 and later on school. The times and procedures for registration are made clear to parents and staff and these are followed consistently. Staff work continuously to create an environment in which babies and parents feel welcome and want to be a part of.

Procedures for following up absence:

- Staff note all absences, by using the appropriate symbol in the register.
- For any baby we are concerned about and whose parents have not already contacted the school a staff member will telephone the parents/carers to enquire the reasons for the absence. Parents/carers are politely reminded of school policy and their responsibility to inform the school of the reasons for theirs and their baby's absence.
- If a baby is absent, nursery staff will contact parents/ carers that day to find out the reasons for this.
- If a baby is persistently late or absent the Nursery Manager will contact parents/ carers.
- If we are unable to contact parents/ carers we will ring the emergency contact number.

- If we cannot contact the emergency contact we will try a second emergency contact (which we will endeavour to get on admission).
- If we are concerned about not being able to contact the parent/ carer we will ring social care, if they have a social worker or the police if not.

RESPONSIBILITIES – Young Parents Centre Nursery

- Young Parents Centre Nursery is responsible for supporting the attendance of its babies and for dealing with issues which may lead to non-attendance. We aim to work in partnership with parents and grandparents.
- We will complete attendance registers each day
- We will differentiate in the registers between absence for medical reasons, holidays, authorised absences and children who have arrived late.
- Poor attendance and punctuality will be followed up by the Nursery Manager.

RESPONSIBILITIES – Parents/Carers are responsible for ensuring that their babies have access to early education and to ensuring that their babies attend regularly and punctually.

Parents should:

- Ensure that and therefore their babies arrive at school and nursery on time, properly dressed and ready to learn.
- Work with the school and Nursery to resolve issues which may lead to non-attendance.
- Notify School and Nursery if they and/ or their baby is absent, on the first day of absence.
- Try to avoid medical or dental appointments during school hours.
- Try to avoid taking holidays during term time

Date of Policy – July 2017

Date of Review – July 2019

Signed

Nursery Manager

Chair of Management Committee.....