

Maple Minis Nursery

Absence and Attendance Policy

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

Maple Minis 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 contact the baby's mum to enquire the reasons for the absence. If need be, we will contact the young mum's parent/ carer. The young mums 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 the mum and/ or her 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 of the young mum.
- 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 still cannot make contact, we will send out a member of staff (usually the learning mentor at Maple) to check that everything is ok.
- 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 potentially the police if not.

RESPONSIBILITIES – Young Parents Centre Nursery

- Maple Minis 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 Deputy Nursery Manager.

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

Parents should:

- Ensure that they 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 – March 2021

Date of Review – March 2023

Signed

Nursery Manager

Deputy Nursery Manager.....