



Attendance Policy

Policy statement

At Home from Home Latton Bush, we are united in our belief that regular attendance is the key to enabling children to maximise the educational opportunities available to them. Helping them to become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

Although we recognise that attending nursery is not statutory, 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. At a young age, continuity and consistency are important contributors to a child's well-being and progress. We also believe that a good attendance routine at nursery sets the pattern for when they move into Foundation stage and their school journey begins.

Promoting Regular Attendance

Home from Home Latton Bush values all children. As set out in this policy 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. We believe in developing good patterns of attendance and set high expectations for the attendance and for all our children from the outset. It is a central part of our vision, values, ethos, and day to day life. We recognise the connections between attendance, attainment, safeguarding and wellbeing.

The Safeguarding Team (Chrissie Morley & Rachel Simms) and Attendance Officer (Zoe Shaw) will monitor attendance and use attendance data to identify patterns of concern. Attendance concerns will be raised with parents if the reasons are not known by the nursery.

To support good attendance, and safeguarding, at Home from Home Latton Bush we:

- Ensure the nursery is welcoming and every child feels a sense of belonging and connectedness
- Ensure the setting is open at the stated times
- Ensure the regular, efficient, and accurate recording of attendance is completed by the Room Leader or Deputy each day. This further supports our approach to safeguarding within the setting
- Ensure that all dates that we are closed are on our website

- Offer flexible childcare
- Safeguarding is taken seriously, and we will always contact you if you have not made contact with us regarding your child's absence
- Work in partnership with parents and carers to identify barriers to good attendance and work proactively to improve attendance

Home from Home Latton Bush recognises 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 Leads for Child Protection Chrissie Morley or Rachel Simms. We will always follow Keeping Children Safe in Education 2023 and our Child Protection Policy.

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 setting. At Home from Home Latton Bush, we will proactively identify and follow up on a child's non-attendance and gather information about the child. This will result in taking early action to prevent non-attendance developing and monitoring the impact of targeted support.

Procedures:

It is the responsibility of the parent/carer to notify the setting by WhatsApp if their child will be absent for any reason e.g. illness, holiday, etc. If you know holidays in advance it is greatly appreciated to let us know these.

If your child attends a morning or full day session, please inform us by 8:30am of any absence or by 12:30pm for an afternoon session. Messages of absence from parents will be passed onto the room which they are based. If we haven't heard from you a member of staff will contact, you via WhatsApp to find out the reason for absence. If we do not have a response from you, we will message again the following day.

If there is no contact after one week a home visit may be complete and/or a letter will be sent to the family. If necessary, an appointment will be made with Chrissie Morley or Rachel Simms to discuss the matter. If contact cannot be made through phone calls and home visits, we do have a duty of care and therefore may refer to outside agencies based on safeguarding concerns. 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 settings register and the place allocated to another child on

the waiting list. If you claim **9month, 2/3/4-year funding**, long or regular absences may affect your entitlement or have your child's place cancelled. We would need to contact the Essex Early Years and Childcare Service. We would notify you when we have done this.

If a child is absent from the setting the parent/carer (or other adult living at the premises) must follow these procedures:

- Send a message via WhatsApp to inform us of your child's absence and the reason for the absence, please note that full fees are still payable during all absences
- Contact the setting on every further day of absence, again before 8:30am using the method above
- Contact Chrissie Morley or Rachel Simms if you require advice or support
- Ensure that your child returns to the setting as soon as possible
- When staff complete home visits, if they cannot make contact with you and your child, then they have the right to ask neighbours if they have seen you. Again, this is to ensure the safety of your child. No personal details will be shared, and confidentiality will be maintained at all times
- We will always work in a supportive way with all our families and try to find a way to help and support getting your child into the setting
- We will create a personalised action/support plan to address any barriers to attendance
- We can and will contact outside agencies, for example medical care, social emotional support, family support agencies if it is felt that this support is needed to help improve attendance for the child/ren. Good timekeeping is a vital life skill which will help children as they progress through their school life and out into the wider world

Understanding barriers to attendance

Whilst any child may occasionally have time off nursery because they are too unwell to attend, sometimes they can be reluctant to attend nursery. Any barriers preventing regular attendance are best resolved between the nursery, the parents/carers and the child. If a parent/carer thinks their child is reluctant to attend nursery, then we will work with that family to understand the root problem and provide any necessary support.

All agencies who work with children have a duty to support the Local Authority in ensuring all children are safe and looked after appropriately.

Policy Links

Our intention is for this policy to be read in conjunction with the following Home from Home Childcarers Policies and Procedures:

- Safer Recruitment Policy
- The Role of the Key Person
- Positive Handling Policy
- Behaviour and Relationships Policy
- Child Protection Policy

	<u>Date:</u>	<u>By Whom?</u>	<u>Comments</u>
Created	16th January 2025	Rachel Simms	New policy
Reviewed	9 th January 2026	Chrissie Morley	No changes
Next Review			