



# Attendance Policy

Arrangements for Review: Kevin Ives/Sarah Ives are responsible for the implementation of this policy and conducting regular reviews.

This policy was adopted in November 2019.

Signed:

Next review date: November 2020

# **Attendance policy**

## **Statement of Intent**

Woodlands Nursery and Preschool views good attendance and punctuality as vitally important for the learning and well-being of children. Children who attend the nursery and preschool regularly, arrive and are collected on time are more secure and better able to engage with the learning environment.

## **Roles and Responsibilities**

### **Parents & Carers**

- To ensure their child attends every session unless they are unwell.
- To try to avoid making appointments for their child that occur during nursery/preschool time.
- To inform Woodlands by telephone or Family app on the first day if a child is absent because of illness and again at regular intervals if the illness is prolonged.
- To inform Woodlands if their child is going to be absent and to give the reason for the absence - this can be done by email, telephone, letter or Family app.
- To inform Woodlands of holidays being taken during the year.
- To bring and collect their children promptly - please remember it is very distressing for children to be left until last.
- Ensure that children are brought and collected by a responsible adult, over the age of 16.
- Ensure that the Woodlands is informed every time someone different will be collecting their child and that person has a password.
- Fees for missed sessions are still applicable and no replacement/alternate sessions are provided.

### **Management/Room Leaders**

- To ensure parents/carers understand the importance of punctuality and attendance.
- To monitor attendance and punctuality on a session basis.
- To speak informally to parents/carers if a child's attendance is below the expected level of 95% or if poor punctuality seems to be having a significant effect upon the child's education.
- To speak/message a parent if child hasn't arrived by 10.30am or 2.30pm, recording reason on family app.
- To withdraw the child's place in extreme circumstances - but not if this could further endanger the welfare of the child, after speaking with KCC.
- To ensure strategies for encouraging good attendance are implemented.

## Key persons

- To monitor the attendance and punctuality of their key children and ensure a reason is obtained every time a child is absent from Woodlands.
- To inform the Management team if they have concerns about a child's attendance or punctuality.
- To be aware that poor attendance and/or punctuality could be a safeguarding issue and to respond in accordance with the Woodland's [Safeguarding Policy & Procedures](#).
- To ensure that registers are accurately completed on the Family app, recording the reason for child's absence (working with management team).
- To provide positive messages to parents/carers about the importance of punctuality and good attendance.

## Owners/Management Team

- To agree, support, monitor and review the implementation of Woodlands policy on attendance.
- To monitor attendance rates termly.
- To monitor strategies for encouraging good attendance.