

# SOUTHLANDS NURSERIES LIMITED

## ATTENDANCE POLICY

### Aims and Principles

Working alongside the Local Authority, we aim to:

- Ensure all children/parents that are eligible for free places are encouraged to take advantage of them.
- Ensure all parents are supported to understand the importance of consistent routines and regular attendance for their child starting at the session time mutually agreed.
- Develop and maintain effective partnerships with parents and other organisations to tackle issues which may result in inconsistent/non-attendance whilst recognising the individual needs and circumstances of children/families.
- Develop positive and consistent communication between home and setting, providing guidance and support as appropriate.
- Initiate an Early Help Assessment (EHA) where issues of non-attendance cannot be addressed by the setting in isolation and involvement from other services is required.

The current Provider Agreement (2014-15) states:

*(2.13) Providers must maintain an up to date record of attendance for all children for whom they provide funded places and make it available to the Council when required along with other monitoring information. The Council shall ensure that Providers are not penalised by withdrawing funding for short term absences, but it shall use its discretion in relation to recurring or extended periods of absence. If a child has continuous absence for up to 4 weeks the Provider must contact the NEF Central Services Team.*

We will ensure the following:

- Promote the importance of regular attendance and consistent routines with parents during the induction period and from the commencement of the place.
- Keep an up to date register of attendance for all children accessing the provision. This forms part of the welfare requirements of the EYFS and will need to be evidenced in an Ofsted inspection.
- Encourage and support families during the induction to agree a sensible and appropriate number of hours which meets the needs of the child/family and only increases hours towards a full entitlement when the child is deemed settled and ready.
- Monitor attendance and other welfare concerns and communicate directly with parents where issues arise and try to address them.

- If a child is not in nursery by 9.30am on their day of attendance then we will contact parents and if necessary emergency contacts to ensure that your child is safe. Certain days will require your child to attend by a certain time, example swim days at Kindergarten will require attendance by 8.45am. You will be advised about specific requirements on an individual basis based upon your child's days in nursery.
- If on-going attendance is sporadic and inconsistent, consider involving their local family support provider who may be able to work with the family to address any issues preventing regular attendance.
  - *Sporadic and inconsistent attendance is defined as when a child is not attending provision for their set pattern of hours and the setting has not been given an explanation of why. Providers must use their discretion on when to discuss with parents and involve other services.*
- Make parents aware during their induction that sporadic and inconsistent attendance without a reasonable explanation may lead to the withdrawal of their funded place. This is also in the terms and conditions.
- Inform NEF Central services finances and their local Family Support provider if a child has not attended the provision for a period of four weeks and contact cannot be made with the family. The family support provider can work with the parent to try and encourage the family to take up their free place again at some point in the future.
- Recognise the individual needs and circumstances of all children/families and reasons why it may not be appropriate for a full entitlement of hours to be taken.
- We will continue to follow our own policy and Staffordshire Safeguarding Children's Board guidance when we have concerns that a child is at risk of immediate harm or neglect.

Contact:

Managers Diane Harding, Joanne Gallimore or owner Julie Tretheway to contact Family Support Services where relevant on:

Newcastle-under-Lyme Homestart Newcastle

Main Contact: Sarah Mullington

Email: [homestartnb@btinternet.com](mailto:homestartnb@btinternet.com)

Phone: 01782 740388