

## Attendance policy

### Ethos

At Colyton Caterpillars Childcare we believe that children who attend nursery regularly, arrive and are collected on time are more secure and better able to engage with the learning environment, become more confident, make good relationships and increase their social skills. The settings views good attendance and punctuality as vitally important for the learning and well-being of children.

Most of your child's education will be funded by the government, so you do need to attend your funded hours as money has been allocated for your child's learning.

### Responsibilities of the setting

To ensure that staff are aware of this policy and implement it consistently.

To ensure that parents are aware of their roles and responsibilities regarding attendance.

To monitor attendance and punctuality termly.

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 write to parents if attendance remains low, or punctuality does not improve, after informal conversation.

inform Children's Social Care if poor attendance or punctuality indicates that the child's welfare could be in jeopardy.

To ensure strategies for encouraging good attendance are implemented.

### Responsibilities of Staff

To be familiar with and follow this policy at all times.

To monitor the attendance and punctuality of their key children and ensure a reason is obtained every time a child is absent from nursery.

To inform the manager if they have concerns about 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 setting's Safeguarding & Child Protection Policy.

To ensure that registers are accurately completed with late marks and reason codes for every absence.

To provide positive messages to parents/carers about the importance of punctuality and good attendance.

### Responsibilities of Parents

Ensure that children are brought and collected by a responsible adult, over the age of 16.

To inform the nursery by telephone on the first day if a child is absent because of illness and again at regular intervals if the illness is prolonged

Where possible, to inform the nursery in advance if their child is going to be absent and to give the reason for the absence--this can be done by telephone or email.

Ensure that the nursery is informed every time someone different will be collecting their child.

### Criteria for Success

Attendance targets are met.

Parents demonstrate an understanding of the importance of regular and prompt attendance in promoting their child's learning.

### Associated Policies

Safeguarding & Child Protection Security

Missing & Uncollected Children Admissions

*This policy was adopted at a meeting of the setting on (date).....*

*Signed on behalf of the setting .....*