



## Colyton Caterpillars Early Education Early Years Attendance and Behaviour Policy

This policy was agreed by trustees/staff:	
Date of last review:	May 2026
Date of next review:	May 2027
Reviewed by:	K.Clode

### Attendance

At Colyton Caterpillars Early Education 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.

We review attendance monthly and will contact you if attendance falls below a reasonable percentage, if you fail to respond, we will then contact an emergency contact.

### 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.

To add attendance concerns to each child's personal chronology.

To share information to school, especially on transition.

### Responsibilities of Staff

To be familiar with and always follow this policy.

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 reason codes for every absence.

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

### 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

### Behaviour

- We believe that good behaviour has a positive effect on progress and learning.
- We believe that children who are treated with respect will learn how to offer that respect to others.
- We believe that we all have a responsibility to help children achieve a high level of positive behaviour and that the best results come from working together with regular communication between home and nursery.

### Aims:

- To ensure all children feel safe, secure, and happy.
- To enable pupils to acquire and develop a range of social skills that will prepare them for life.
- To promote an appreciation of the needs of others and respect for their property.
- To fully involve parents in all aspects of their child's behaviour.
- To provide a stimulating, caring, purposeful learning environment throughout the Early Years
- Years where every child feels valued and is given the opportunity to achieve their full potential.
- To ensure a clear and consistent approach to behaviour throughout the Early Years that is supported by children, staff, parents, governors, and visitors.
- Use choice system, to enable children to make positive choices

### Expectations:

- Consistently noticing and praising positive behaviour.
- Making it clear that it is the behaviour, which is unacceptable, not the child.
- Staff playing alongside children and modelling good behaviour.
- Demonstrating expected behaviour in all areas of the Early Years.
- Praising children in close proximity to those behaving inappropriately in order to reinforce appropriate behaviour and manage low level inappropriate behaviour.
- Giving children suggestions as to how they may react to others or to certain issues.