

First Steps **Attendance policy**

Date Adopted:	03/07/2018
Date to be reviewed:	July 2020
Updated	Jan 19 – Following Chadrack Mbala – Mulo case review.

Here at First Steps we recognise the importance that attendance has on our children's learning and development.

We have put together an attendance policy to ensure our children get the best they can out of attending our setting by achieving the best attendance they possibly can:

- Daily monitoring
- Keeping parents informed
- Offering support to our families
- Reporting long absences to Cornwall Council re : funding , Police re: safeguarding concerns or other professionals working with the family
- Utilising other agencies ie early help hub

First Steps recognises that :

- Safeguarding for all children is our priority
- Parents have a responsibility to uptake the funding that they request, any funding not used on a regular basis will be reported to the funding department. We are governed by the funding departments Nursery Education Funding and Reclaim Policy, a copy of this can be obtained from the office.
- Regular attendance to nursery is crucial in ensuring every child has the opportunity to meet their full potential.
- Early years practitioners will help to encourage attendance by making the children's time at nursery stimulating, fun and safe.

Absences

All absences are to be reported to First Steps on the morning your child is to be absent, please do this by :

- Verbal communication via telephone
- Written communication via email.

All absences are logged on to the Connect system. We do require a reason for all absences.

These records and any other written communication will be kept by the setting.



The attendance officer has a responsibility to monitor attendance this will be done on a daily basis, with a safeguarding focus.

This will include:

- Liaising with classroom staff for a list of absentees
- Checking emails and answer phone for absentees and recording reasons
- Calling parents of children who are not in nursery and no reason given
- Communication with parents in a consistent manner, providing information why regular attendance is important.
- Recording of holidays on to the connect system

Procedure when no contact has been made with the parent and child not returned to the setting after two sessions:

- Contact anyone on the emergency contact list provided by the parent
- Contacting other Settings/school if the child has a know sibling
- Contact any professionals that maybe working with the family.
- Visit home address
- Contact MARU for advice and help
-

All of this information required is meeting the needs of the afore mentioned Funding Policy.

Should attendance in individual cases not improve we will be required to provide the following:-

- Be aware of any safeguarding issues or concerns that maybe apparent if a child has an unexplained absence and insure the appropriate procedures of followed if necessary.
- Monitor whether the child attends the hours being claims.
- Contact parents/carers to ascertain the reason for the absence and agree a return date.
- If there is no improvements to attendance, follow up with a letter to parent/carer detailing any conversations with the dates and inform them that if their place is not use by the agreed return date, it will no longer be available.
- If the child returns in the following week no further action is required.
- If the child does not return or continues to miss hours than the provider must keep a record of attempted contact. If necessary, contact the nursery funding team on (01208) 265688 to seek further assistance.
- Adjust the amount claimed by reducing or stopping the child's hours on the appropriate task.

Personal Information:

All personal information is kept secure and complies with the Data protection act and our Data policy.

Through our termly management meetings we will review the success of this policy.



The success criteria will be:

- Reduced absences
- Children are happy to attend nursery
- Improved attainment