

# Managing Attendance Policy



Shining Stars Nursery Policy

VERSION CONTROL SHEET

**POLICY NAME: Managing Attendance Policy**

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Document date	Filename	Mtg submitted	Summary of changes required
01/03/2013			New policy

## **Aim**

It is our aim to give all children who attend our setting the best possible start in their education. To do this we aim to encourage children to attend their booked sessions regularly and punctually.

## **Attendance**

It is our belief that children learn best when they are settled and comfortable with their environment and the people who care for them. A consistency of care and education plays an important part of this process and this can only be achieved by regular attendance. We also understand that regular attendance sets good boundaries for future engagement in their school careers.

An attendance register is taken at the start of every session and these are kept in accordance with Ofsted regulations.

A formal contract is entered into by the parent/carer and the setting when the Induction process has been completed and signed by both parties. This reminds parent/carers that all booked sessions have to be paid for in advance and one months' notice is required to terminate the agreement.

The setting has the right to terminate the agreement earlier if unauthorised absences become a regular occurrence or payment is not received.

Children who attend on funded places are still required to follow the same agreement. The Local Authority checks the attendance registers to determine whether the funded spaces are being used for the benefit of the child. These places can be withdrawn or parents charged for the sessions if the attendance is not regular.

## **Absences**

We recognise that there are occasions when the children may not be able to attend because of ill-health or medical conditions that exclude them from nursery. On these occasions it is the parent/carers responsibility to contact the manager by telephone, before the session begins, so that the absence can be recorded as authorised. Parents are asked not to pass messages through other parent/carers or members of staff. Absences can be notified by telephone or personal visit to the setting. Parents are expected to inform the manager regularly throughout any pro-longed absences.

There are also other times when absences will be authorised when a message has been telephoned in to the manager. These may include:

- Medical appointment
- Family emergency
- Official or legal appointments
- Court-ordered visitation
- Religious/cultural celebrations

Other requests will be considered on an individual basis.

Unfortunately as we still need to staff the nursery and keep your child's space open fees will still be charged when your child is absent.

### **Groupcall**

On registration parents/carers are asked for contact telephone numbers because we operate a system of text or voice message to remind parent/carers of important or urgent information. We also need these numbers in case of an emergency.

We will send a message to you if your child is absent and we have not received a call so that we can be sure you and your child are safe.

### **Holidays**

Children who attend nursery all year round are permitted to take four weeks holiday per academic year and their space will be kept open. Fees will not be charged for this period.

Children who attend nursery during term time only can take holiday but this must be notified in advance for their space to be kept open. Payment of fees must still be made.