



Attendance Policy

Introduction

At ACE we believe it is vitally important for children to attend their designated sessions. We aim to work in partnership with parents/carers to promote the highest possible levels of regular attendance and thereby establish a foundation for all future learning.

We understand that there might be absences from time to time. Despite being non-statutory, we aim to engage with parents/carers and encourage them to make all reasonable efforts to ensure their child / children attend punctually and regularly.

Good attendance can help your child to:

- ✚ Make friends and learn social skills
- ✚ Build good habits for school and future learning
- ✚ Play, learn and have fun
- ✚ Develop in all areas

Procedures

- ✚ We encourage parents/carers to inform us (by telephone or email) of any illness on the first day of their child's absence or as soon as practically possible – this has been even more important in light of the Coronavirus pandemic where we are keeping strict records of all absences in order to monitor illness and report any positive cases immediately in accordance with current guidance:

ACE telephone number: 01223 357181 (please leave a message if the telephone isn't answered, or if it is out of school hours) Emails are checked over the weekend.

Email: ace_nursery@tiscali.co.uk

- ✚ If parents/carers are planning any holidays/short breaks we ask to be notified in advance if possible. There will be no refunds in cases of absence.
- ✚ If a child is going to be absent for an extended period of time we are required to notify the Early Years Funding team, who may withdraw funding for all or part of the absence; this will result in parents/carers needing to pay for sessions in full until the funding resumes.
- ✚ Daily registration of children takes place at the beginning of each session in the morning and afternoon and the staff will record any absences in the registers.
- ✚ If we have not heard from parents by 10am for a child who usually attends that day we will either telephone or email to obtain a reason for the absence.
- ✚ It is part of our safeguarding procedure to monitor absences and if a child is regularly absent without explanation, we will request a meeting to discuss if we can offer support to the family to improve their child's attendance.
- ✚ ACE will make all parents/carers aware of our absence policy and signpost them to our website where other policies can also be found.
- ✚ ACE will display Cambridgeshire County Council's Attendance Matters poster prominently within the nursery (although parents are not permitted within the nursery at present).
- ✚ ACE will monitor levels of attendance on a termly basis as part of ongoing data analysis.

Policy reviewed and adopted: December 2020

Review date: Autumn term 2021

Signed by Lead Designated Person for Child Protection for ACE Nursery School: *Lisa Tuohy*

Signed by Lead Designated Person for Child Protection for ACE Day Nursery: *Sarah Piotrowski*