

# Attendance Policy



## **Introduction**

At ACE we believe the attendance of all children is of vital importance. We aim to work in partnership with parents 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 and encourage them to make all reasonable efforts to ensure that 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 either telephone or email) of any illness on the first day of their child's absence or as soon as practically possible:

**ACE telephone number:** 01223 366355 (please leave a message if the telephone isn't answered, or if it is out of nursery hours)

**Email:** [contact@acedaynursery.org.uk](mailto:contact@acedaynursery.org.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 case of absences.
- \*Daily registration of children takes place at the beginning of each session in the morning and afternoon and the staff member will record any absences in the registers.
- \*If we have not heard from parents by 10am for a child who attends the morning sessions and 2pm for a child who attends afternoon sessions, 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 give a copy of the Attendance Policy to all parents/carers.
- \*ACE will display Cambridgeshire County Council's Attendance Matters poster prominently within the nursery.
- \*ACE will monitor levels of attendance on a termly basis as part of ongoing data analysis.

**Policy adopted by safeguarding leads and parent committee:** Spring term 2019

**Review date:** Spring term 2020

**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*