



## Attendance Policy

### **Introduction**

At ACE we believe the attendance of all our 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.

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

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.

### **Procedures**

- ✚ 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
- ✚ We encourage parents 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 please

**ACE telephone number: 01223 357181 (please leave a message if the phone isn't answered, or if it is out of school hours and we will call you back )**

**Email: [ace\\_nursery@tiscali.co.uk](mailto:ace_nursery@tiscali.co.uk)**

- ✚ If we have not heard from parents by 10am on a day when a child should attend the morning session, we will either telephone or email parents to obtain a reason for absence. If we have not heard by 2pm on a day when a child should attend for the afternoon, again we will either telephone or email parents to obtain a reason for absence.
- ✚ It is part of our safeguarding procedure to monitor absences and if they fall below an acceptable level, we will request a meeting to discuss attendance.
- ✚ We encourage parents/carers to inform us of any holidays/short breaks they have arranged
- ✚ ACE will give a copy of our Attendance Policy to all parents
- ✚ ACE will display Cambridgeshire County Council's Attendance Matters poster prominently within the nursery
- ✚ We constantly monitor and continually strive to improve our levels of attendance
- ✚ We monitor year on year attendance figures and report finding in the Annual General Meeting to parents (November).

Policy adopted: October 2018

Review date: Autumn term 2019

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

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