



Maximising Attendance Policy

Updated September 2024

The purpose of this Maximising Attendance Policy is to ensure that all children attend nursery regularly, so they can make the most of their learning and development opportunities. Consistent attendance is crucial to supporting children's education, well-being, and social development. This policy outlines the expectations for attendance, the importance of good attendance, and the actions that will be taken to support and improve attendance.

Importance of Regular Attendance:

Supporting Learning and Development:

Regular attendance at nursery helps children to build strong relationships, develop their skills, and make steady progress in their learning. Consistent attendance enables children to participate fully in educational activities and enhances their social skills and confidence.

Establishing Routines:

Routine attendance helps children understand the importance of routines and consistency, which are essential for their emotional well-being. Being present regularly supports a sense of security and belonging, which positively impacts their overall development.

Building Social Skills:

Regular attendance allows children to interact with their peers and educators, fostering their social and communication skills. Consistent participation in group activities helps children develop relationships, share experiences, and learn cooperative behaviours.

Attendance Expectations:

Daily Attendance:

Children are expected to attend the nursery regularly, arriving on time and staying for the full duration of their session. Consistent attendance is vital for ensuring that each child benefits from the full range of learning and social experiences offered.

Absences:

If a child is unable to attend nursery, parents or carers should notify the nursery as early as possible, preferably before the start of the day. This allows us to record the absence and ensure that the child's well-being is monitored. Reasons for absence should be communicated, and if the child is ill, parents should notify us regarding the nature of the illness.

Punctuality:

Parents and carers are expected to ensure that their child arrives on time and is picked up promptly at the end of their session. Punctuality is important to ensure that children are ready to begin their day and to avoid disrupting group activities.

Monitoring Attendance:**Record Keeping:**

The nursery will keep accurate records of children's attendance and regularly monitor patterns of attendance. These records will help identify any emerging issues with absenteeism or lateness and will guide any necessary interventions to support attendance improvement.

Identifying Attendance Issues:

If a child's attendance starts to decline or if they miss several days without notice, we will take steps to investigate the reasons for these absences. This may include speaking with parents or carers to understand any underlying issues affecting attendance, such as health concerns, family issues, or transportation difficulties.

Data Review:

Attendance data will be reviewed on a regular basis, and trends in attendance will be monitored closely. If patterns of non-attendance or frequent lateness are identified, the nursery will take proactive steps to engage with the family and provide support where necessary.

Supporting Good Attendance:**Early Intervention:**

If a child's attendance falls below the expected level, we will intervene early to identify the cause and provide support. This may involve:

- Speaking with the child's parents or carers to understand the reason for the absences.
- Offering assistance with transportation if the issue is logistical.
- Providing support for any health or family-related concerns.

Positive Reinforcement:

We will celebrate good attendance and punctuality to encourage continued regular attendance. This may include recognising consistent attendance through praise or rewards, such as certificates or acknowledgment during group activities.

Flexible Solutions:

We understand that occasional absence may occur due to illness, family emergencies, or other personal reasons. We will work with parents to offer flexible solutions when needed to ensure children can return to nursery as soon as possible after any absence.

Action Plan for Improved Attendance:

Intervention Process:

If a child's attendance continues to be irregular or if there are concerns about persistent lateness or absences, we will take the following steps:

- **Step 1: Initial Discussion** - A meeting will be arranged with the parent or carer to discuss the child's attendance and explore any potential reasons for absence.
- **Step 2: Support Plan** - Based on the discussion, the nursery will work with the family to develop a plan to address attendance issues. This may include adjusting routines or providing additional support where necessary.
- **Step 3: Follow-Up** - The nursery will follow up regularly to monitor progress and ensure that the plan is being implemented effectively. Additional support will be provided if attendance does not improve.
- **Step 4: Formal Action** - If attendance continues to be a concern and no improvement is made despite support, further formal action may be necessary, which could include notifying relevant agencies or social services for further assistance.

Parent Support:

We understand that there may be underlying issues impacting attendance, and we are committed to working closely with parents and carers to provide support. This could include:

- Offering advice on managing morning routines.
- Discussing the importance of regular attendance and how it impacts the child's development.
- Connecting families with external support services if needed.

Health-Related Absences:

Illness and Health Concerns:

Parents should keep the nursery informed about any illnesses or health conditions that might affect attendance. If a child is unwell, parents are encouraged to keep them at home until they have recovered, to avoid the spread of illness to other children and staff. If there are ongoing health concerns, the nursery may work with parents to provide accommodations for the child's return.

Medical Appointments:

Where possible, medical appointments should be scheduled outside of nursery hours. However, if an appointment occurs during nursery hours, parents should notify the nursery in advance. We understand that these appointments are important and will work with families to minimise the impact on the child's attendance.

Parental Responsibilities:

Role of Parents and Carers:

Parents and carers play a key role in ensuring that their child attends nursery regularly. This includes:

- Ensuring the child arrives on time and attends regularly.
- Providing valid reasons for any absences, especially when the child is unwell or has an appointment.
- Cooperating with the nursery to address any attendance issues that may arise.

Collaborating with the Nursery:

Parents are encouraged to collaborate with nursery staff if there are any concerns that may impact attendance. This could include challenges such as health concerns, transportation issues, or family situations. We aim to provide an open and supportive environment where families feel comfortable discussing attendance matters.

This Maximising Attendance Policy is designed to promote and support regular attendance at nursery, recognising its crucial role in children's development and well-being. Through early intervention, collaboration with families, and consistent monitoring, we aim to maximise attendance and ensure that all children benefit from the educational opportunities available to them.

Review of Policy:

This policy will be reviewed annually (September 2025), or as needed, to ensure that it remains relevant and effective in meeting the evolving needs of the children, families, and staff within the nursery.

Name:	Position:	Signed:	Date:
David Birkbeck	Owner		
Kayleigh Tydd	Director		
Greg Bamber	Nominated Individual		
Zoe Tydd	Manager & DSL		
Abbie Lloyd	Deputy Manager		
Jade Radcliffe	Second Deputy Manager		
Pamela Lear	Practitioner		
Diane Jones	Practitioner		
Emily Gautrey	Practitioner		