

1.18 Attendance Monitoring Policy

Rationale:

It is important that our records of children's attendance are accurately kept and regularly monitored to ensure that we can identify any potential problems and look for patterns. All managers and staff are alert to signs that children and learners who are missing might be at risk of abuse or neglect, and appropriate action is taken when children and learners stop attending. We are aware that attendance is not statutory, but that non-attendance could be an indicator of other concerns. We are particularly aware of the need to monitor groups such as children who are in receipt of two-year-old funding, and those for whom we receive Early Years Pupil Premium, as these groups are considered to be vulnerable learners.

Principles

Regular and punctual attendance is of paramount importance in ensuring that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late and research has shown the negative effect of absence.

Children should be at nursery, on time, every day the setting is open, unless the reason for the absence is unavoidable. Permitting absence from pre-school or a funded 2-year-old place without a good reason must be acted upon by the setting. Children should arrive at the setting no later than 8.45 am for morning sessions or 11.45 am for afternoon registration. Notes are recorded on the register as to the reason for the late arrival. If a child is reluctant to attend the setting, communication between parent and nursery is encouraged.

Every half-day absence must be classified by the setting (not by the parents/carers). Therefore, information about the cause of each absence is always required by the Setting. As an Early Years setting, we actively encourage parents to support us in this policy, as our absence statistics are scrutinised by Ofsted and have an impact on the overall judgement a setting is given".

It is the parents'/ carers' responsibility to contact the setting either by telephone or in writing via email or the family app, whenever the child is absent.

This must be on the first day of absence by 9.30 am and subsequently daily. Persistent absence will be closely monitored and unless there is a reasonable explanation, we will have a discussion with you in the first instance. We reserve the right to log any unexplained, persistent absences as a safeguarding concern. This may lead to us reporting the persistent absence to the Cheshire East Safeguarding Children's Partnership (CESCP)

Procedures;

- Children's attendance is monitored through daily registers. All absences and reasons given for them are recorded.
- Parents are asked to inform us in person, by phone or by text, if their child will not be attending for any reason, as soon as possible. If we are not contacted, we will contact parent, and if that fails will ask parents about absences on the child's return. If we fail to make contact within 48 hours by phone or mail, this may result in Sandbach Heath Preschool contacting Children's Services. (This is in accordance with the Children's Act 2004.)
- All absences will be recorded, and frequent absences (75% attendance or less) will be investigated and further action or monitoring considered. We will always discuss our concerns with parents and endeavour to enable children to attend as regularly as possible.
- Absence is also monitored for the health and well-being of children, for example so that we are aware of outbreaks of illness which need to be investigated, or to warn parents of infections such as German measles.
- Monitoring attendance and use of government funded hours may be passed on at the local authority's request.
- If a child is missing from nursery on several occasions or stops attending the setting with no explanation, staff are alert to the possibility of risk of abuse or neglect, and informs the safeguarding lead who will investigate and liaise with outside agencies.

Funded places;

- Two, three and four-year old funding is provided through the local authority. This is public money and we feel that we have a duty to ensure it is used appropriately. If a place has been reserved but is being used for less than 75% of booked session, we reserve the right to offer that place to any child who may be on our waiting list, for example, a child who has been allocated two year old funding, but cannot take up a place because sessions are full. This way we can be sure to use the funding to its best effect.
- We would discuss reasons for absence with parents before retracting the funding offer, and make every effort to work with them to encourage them to increase attendance. Funding would only be withdrawn as a last resort, and at the end of a school term.

This policy was adopted at a meeting of	Sandbach Heath (St. John's) Playgroup	name of setting
Held on		(date)
Date to be reviewed		(date)
Signed on behalf of the management committee		
Name of signatory		
Role of signatory (e.g. chair/owner)		