

# **Attendance Matters Policy and Procedures**

## **Introduction**

### **Attendance Policy**

#### **AIM**

It is our aim to give every child the best start to their learning and development. To do this we aim to ensure all children to attend regularly and punctually. Attendance at any Early Years setting has a positive impact on children's learning and development, 'High quality pre-schooling is related to better intellectual, social and behavioral development for children (EPPE project).

## **ATTENDANCE**

It is Hemingford Grey playgroups belief that children learn best by consistent care and education. Attendance plays an important part in this. A child needs to attend regularly to gain a full understanding to what is being delivered by the setting. Through regular consistent routines they build up the secure relationships and the positive attachments they need, enabling them to build and sustain a range of social relationships. For the families, regular attendance also allows parents to get other things done and helps them enjoy spending time with their child when he or she is at home.

If a child's absence or lateness becomes a concern for the settings staff, parents will be supported to enable them to understand the importance of good attendance. Our setting is culturally aware and show sensitivity in understanding why a child might be unwittingly disadvantaged.

Although attendance at an early years setting is not mandatory we understand that good attendance sets good boundaries for the future. As a setting we are alert to patterns of absence that may indicate wider safeguarding concerns.

### **Procedures**

Hemingford Grey Playgroup understands that on occasions children may be unable to attend playgroup or will be on occasions late for various reasons. On these occasions it is the parents/carers responsibility, to contact the setting by telephone or email giving the reason for their child's absence and likely length of absence before the session begins, so the absence can be recorded.

Parents/Carers are asked to inform playgroup in advance if they will be taking a family holiday, informing the setting of the dates that their child will be absent.

If a child fails to attend and parents/carers have not contacted the setting with a reason for the absence, the manager or deputy will undertake a first day call within the first hour of the session starting. If contact or no contact is made the details will be recorded. If no contact is made the manager/deputy will attempt to make contact by repeated calls to the child's parent/carers throughout the day, If no contact is made by the end of the child's session, the manager/deputy will send an email (If email contact details have been submitted to the setting) to the parent/carers requesting them to inform the setting of the reason for their child's absence.

If consecutive sessions are missed and parent/carers have not contacted the setting, emergency contact numbers on the registration form will be contacted. Health visitors may also be contacted for support.

If any child's attendance starts to cause concern, staff may contact other settings, local schools that siblings attend to help establish whether there are issues only for the child or the family as a whole.

If staff are concerned about the safety and welfare of a child, they will refer to the settings child protection policy. If staff are concerned that a child is at significant harm, a referral should be made immediately to social care.

The early years funding and pupil premium funding agreement requires providers to make every effort to contact the family in the case of non-attendance and to inform the early years funding team if the place is not taken up.

All attempts to contact a parent/carer following the outlined procedure will be recorded in writing within a record book kept at the setting.

This policy was reviewed by the Hemingford Grey Playgroup Committee – December 2016

Signed by the chairperson, on behalf of the Committee:

..... (Chairperson's name – block capitals)

..... (Chairperson's signature)

..... (date)