



Attendance Policy

Introduction

At Little Legs Montessori we believe good attendance is essential if children are to be settled and take full advantage of the learning and development opportunities available to them. At a young age continuity and consistency are important contributors to a child's well-being and progress. Also we believe regular attendance at nursery can set good practice for statutory school.

Aim

- To create a culture in which good attendance is 'normality' and valued.
- To value the individual and be socially and educationally inclusive.
- To be consistent in implementation of our policy and procedures.
- To ensure parents and key workers fully understand the importance of good attendance, and the seriousness of prolonged unauthorised absence.

Method/Absence Procedure

- All parents are made aware of the importance of regular attendance prior to entry and of the importance of collecting children on time.
- Our 'Non-Collection of Child' procedure outlines our practice if a child is not collected from nursery.
- The school collates and monitors attendance information for all children each half term in line with safeguarding good practice.
- All parents are made aware of the expectation that they inform the school by telephone on the first day of absence.
- If a child is absent for a second day without notification the school will contact the family using all the contacts we have on file, by telephone to find out the reason for the absence.
- If the child is known to Social Care they will be informed of the unauthorised absence.
- If after one week there has been no contact the school will send a letter to the family, or visit their address.
- If there is still no response after a further week, as per our duty of care to the children, we will inform Children's Services.
- If after one month there has been no contact the child's name will be removed from the register and the place allocated to another child on the waiting list.
- The Local Authority will be informed that the child has left the nursery.

This policy was adopted by

*(name of
provider)*

On

(date)

Date to be reviewed

(date)

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or
owner)



Absence Procedure for Parents

- If the child is absent due to a family holiday, the preschool must be informed of this in advance so we can make a note on our register.
- If a child is unwell or for some other reason needs to stay home, parents must phone the preschool before 9.30am on the day of the child's absence (07572 121463).
- If we have not heard from you by 10.30am we will contact you to establish why your child is absent, and this will be recorded appropriately.
- If we have not been able to get in contact with you on the child's second day of absence we will attempt to telephone each contact we have on file.
- If the child is known to Children's Services they will be informed of the unauthorised absence immediately, as per best practice.
- If after one week there has been no contact the preschool will send a letter to the family, or visit their home address.
- If there is still no response the preschool reserves the right to inform Children's Services, as per their duty of care.
- If after one month there has been no contact the child's name will be removed from the register and the place allocated to another child.
- The Local Authority will be informed that the child has left the nursery.
- Fees remain payable during periods of absence, unless alternative arrangements have been agreed.