



Attendance Policy

At Little Learners Childcare, we are committed to safeguarding and promoting the welfare of all children and young adults within our care. This policy ensures compliance with the Early Years Foundation Stage (EYFS) statutory framework for group and school-based providers.

At Little Learners Childcare, we are responsible for ensuring that attendance is recorded with follow up procedures in place for children who are absent without notification or absent for a prolonged period of time. It is mandatory to follow up on absences and emergency contacts will be contacted if parents are not contactable.

Parents/carers are required to complete a registration form when registering to the nursery and are expected to complete the emergency contact details for each child they are registering. If a parent/carer is not able to provide an emergency contact, the provider is able to request that they make alternative arrangements to list a person as an emergency contact as providers are required to have this information available for all children within their care.

We have a daily register on ICONNECT for each room within the nursery, where a daily log is recorded of each child's exact arrival and departure time. If a child is not going to be attending their nursery session, parents/carers must notify the nursery of any absence before the start of the nursery session. If a child does not attend their nursery session, the nursery team will attempt to contact parents/carers regarding their absence, if we are unable to get in touch with parents/carers, emergency contacts will be contacted.

If a child is absent for a prolonged period of time without notification, the nursery must follow up promptly as part of the strengthened EYFS requirement. The nursery management team will contact the parents/carers via telephone and email, if we have not heard after the third attempt we will contact the child(ren)s emergency contact before informing the multi agency safeguarding hub. This will be recorded on the child's chronology where we document how this has been followed up.

In cases where children's attendance is poor or irregular and is becoming a pattern, this can indicate safeguarding concerns, consistent monitoring within an early years setting can support early identification of risk and can prompt referrals to local services where required.

If concerns regarding attendance arise, we can monitor this using a Child Attendance Summary Report on our management system to identify any missed sessions, the reason for these sessions and a percentage of absence. As a setting we will be concerned if there is a reoccurring pattern of absence for a child(ren).

As a nursery we will take the following steps if we have concerns following low attendance or patterns of low attendance:

- Check in with the parent/carers regarding the reason why
- Try to look at resolutions to improve attendance
- Schedule a meeting with parent/carers if low attendance persists
- Offer support through our family support manager if continued low attendance occurs

If all the above steps do not improve the child(ren)s attendance, we will follow our Child protection policy and refer through to the multi-agency safeguarding hub for further advice and support.

Parents/carers should ensure that their children arrive to setting within an hour of the agreed session times or notify us of late arrivals. Persistent late arrivals should be monitored.

Inline with your child(ren)'s government funded hours, it states on the parental declaration form issued by west Northants County council that your child(ren) funding maybe affected if they have a total of 30 days absence or more from the nursery setting during the child(ren) funding year. If for any reason we are unable to claim your funded hours, you will be liable to pay the full session price that your child(ren) attend.

While nursery is not compulsory, regular attendance helps to build routines, supports the child(s) learning, promotes emotional resilience, enhances social development, provides early intervention when required which in turns lays a foundation for school readiness and future success.

Our Attendance Policy cross references to many other of our policies such as Child Protection, Guidelines for Child Protection, Whistle-Blowing Policy and the EYFS statutory framework.