

**Attendance Policy**

The Learning Zone recognises that positive behaviour and good attendance are essential in order for children to get the most out of their Nursery experience.

**Monitoring children’s attendance**

As part of our requirements under the statutory framework and guidance documents we are required to monitor children’s attendance patterns to ensure they are consistent and no cause for concern and follow them up in a timely manner.

Parents are expected to inform the nursery prior to their children taking holidays or days off, and all sickness should be called or emailed into the nursery on the day, so the nursery management are able to account for a child’s absence.

This should not stop parents taking precious time with their children but enables children’s attendance to be logged so we know the child is safe.

**Our Procedure**

* All child absences will be followed up in a timely manner
* We will follow up on absences and take appropriate steps including,

-phone calls to parents/carers to ascertain the reason for absence

-phone calls to emergency contacts (if unable to make contact with parent/carer)

-visits to house (if required)

-phone call to police non-emergency number (if required).

**Any concerns will be referred to local children’s social care services and/or a police welfare check requested.**

**Prolonged periods of absence**

Poor attendance at nursery can significantly impact a child's development and emotional wellbeing, children who have increased absences can often become overwhelmed and struggle to settle back into the Nursery routine.

Every effort will be made to support children and families with their attendance, however if required the Nursery will re-introduce the staggered session times to support the child’s Social and emotional wellbeing. This will be discussed with parents/carers and will be continually monitored and adjusted accordingly.

**Supporting families**

We recognise that sometimes families may need extra support with attendance, therefore effective communication is essential between us and our families. The Learning Zone will collaborate with you to support your child’s attendance and punctuality. Where children’s attendance is not improving, the setting will talk to you about the available support, for example, implementing bedtime routines, supporting you with healthy eating, referrals to early help or other support agencies.

**Safeguarding**

We have a duty of care to keep children safe and protect them from harm. Poor attendance can be seen as a safeguarding issue. (Please refer to our Safeguarding policy)

If Nursery attendance is a concern or attainment is impacted by behaviour difficulties, the Learning Zone will refer to the Continuum of need for children and young people tool.

*This Continuum of Need is a threshold document that supports everyone working with Hertfordshire’s children, young people and families, to identify the “Level of Need” and the service responses that can be expected. It sets out how we can work together, by placing the child, young person and family at the centre, sharing information, and working with families to help them to find solutions early to* prevent their difficulties escalating.

<https://thegrid.org.uk/assets/continuum-of-needs-for-children-and-young-people.pdf>

**Why nursery attendance is so important**

**Social Skills and Communication:**

Nursery provides opportunities for children to interact with peers and adults outside their immediate family, helping them develop essential social skills like sharing, listening, and taking turns. They also learn to express themselves and communicate their needs and opinions.

**Emotional Development, wellbeing and involvement:**

Nursery supports children's emotional growth by helping them understand and manage their feelings, build self-esteem, and develop empathy for others. They learn about right and wrong, kindness, sharing and patience with the support of nursery staff.

**Cognitive Development:**

Nursery stimulates children's minds through play-based learning, encouraging curiosity, problem-solving skills, and critical thinking. It also helps them develop a positive attitude toward learning and build confidence.

**Physical Development:**

Nursery provides opportunities for physical activities, such as running, climbing, and playing, which are crucial for developing gross and fine motor skills. It also encourages a healthy lifestyle.

**Independence and Confidence:**

By attending nursery, children develop greater independence, where they play on their own or with peers, rather than always looking for the attention of an adult. They gain confidence in their abilities and become more self-assured as they experience new situations.

**Preparation for School:**

Nursery provides a structured and supportive environment that prepares children for the rigors of formal schooling, helping them adjust to routines, follow instructions, and learn with others.

For further information on Exclusions due to illness, please refer to our Incubation & Exclusions policy

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