

Attendance Policy

Introduction

At Cambridge Nursery Federation, we believe that good attendance is important so that children become settled and have the opportunity to access high quality early years education and care to support their learning and development.

Although we recognise that attending nursery is non-statutory, we understand the value of working together with parents and carers to establish good routines and positive patterns of attendance which will help their children throughout their schooling and adult life.

The following strategies will reinforce this:

- staff will maintain admission and attendance registers. Absenteeism and the reasons for it will be recorded and monitored
- advice about our approach to absenteeism and lateness is issued to parents
- parents will be asked to telephone or to give verbal reasons for absences or lateness
- we will encourage parents to take family holidays out of term time, but if this is not possible, we ask for a letter or email with dates and reasons
- we will inform parents that if their absence exceeds 6 continuous weeks during term time, we reserve the right to offer their child's place to another family
- staff will follow up a first day absence and tell a member of the SLT if there is a cause for concern
- the head will liaise with primary schools if we have a concern about lateness or attendance.

Lateness

It is important to be on time; being late can cause children to become unsettled and upset.

Illness

If children are absent from nursery due to illness, they need to stay at home until they are better. Parents are asked to contact the school office by phone or email. We will record the reason for absence and ask parents to keep us informed daily throughout their child's period of absence.

Attendance monitoring

In addition to the above procedures the Keyworkers and SLT monitors lateness and absence to look for patterns and trends.

Individualised support and conversations will take place between the keyworker and parents/carers where there are concerns. If these concerns persist and a child is regularly absent, a member of the SLT will meet with the parents to explore the reasons for absence and work together on an individualised support plan to improve attendance. The school will listen and be proactive in its support of parents and carers to try to identify barriers to attendance and resolve any issues.