

First Steps (Bath)

Attendance policy and procedure

Policy statement

First Steps is committed to working in partnership with parents/carers to ensure that children attend nursery on a regular basis. The Non-statutory nature of nursery attendance does not diminish the expectation that children will regularly attend their sessions.

First Steps believes that good attendance is essential to ensure that children settle and take full advantage of the learning and development opportunities available to them at nursery. At this young age continuity and consistency are important contributors to a child's well-being and progression. Research has shown that children who attend pre-school sessions for over 11 hours a week all year around are more likely to achieve good outcomes.

We aim to

- **To create a culture where good attendance is 'normal' and valued**
- **To value each individual and be socially and educationally inclusive**
- **To be consistent in the implementation of our policy and procedures**
- **To ensure that every child has full access to the curriculum.**

Procedure

First Steps will:

Keep a regular and accurate record of attendance for all children

Encourage good attendance by providing a welcoming atmosphere for children and parents.

Provide a considerate response to any adult /child concerns.

Ensure that parents/carers are aware of the range of communication methods they can use to notify nursery staff about their child's absence from nursery.

Take account of known vulnerabilities when following up on any child's unplanned absence from the nursery

Explore parent's/carers concerns and / or difficulties regarding attendance promptly and make sound judgements as how to best support the parent/ carer.

Where the nursery has not been informed of a child's absence practitioners will:

- Contact parents/carers **and if necessary alternative emergency contacts** to ascertain the reason for the absence.
- Inform social care if a child has a child protection or child in need plan.

Where attendance is inconsistent and generally poor the manager will:

- Contact the parent/carer to explore the reasons for this and monitor future attendance
- Contact the health visiting service and / or early help service in order to ascertain if family support may be needed.

In urgent cases, social care may be informed.

B&NES council expect a child in receipt of Early Years Entitlement to attend for the funded hours on a regular basis. Where a child has recurring absences or is absent for an extended period without agreement with the provider, Bath and North East Somerset reserve the right to withdraw the funding.

Parents and Carers will;

Ensure that whenever possible their child arrives in the nursery in a timely way to join in their booked sessions.

Inform the nursery if an absence is unavoidable.

Work with nursery practitioners to improve the situation, where attendance is a concern.

Policy developed by: the First Steps Senior Management Team: Roz Lambert, Louise Hewings; Stefanie Walbyoff, Kady Hanney, Sarah Elliott, Georgi Bassil.

Policy approved by the Board of Trustees: 4th February 2020

Policy reviewed by SMT May 2021

Policy reviewed by SMT May 2024

Policy reviewed by SMT January 2025 as part of the Early Years Foundation Stage Safeguarding reforms.

Policy reviewed by SMT January 2025, part of the EYFS safeguarding reforms.