

The Rainbow Montessori Nursery School

Attendance Policy

Good attendance supports children's learning and development, promotes their wellbeing, and ensures families do not miss out on their entitlements. This is why recording attendance is included in the Statutory Framework for the Early Years Foundation Stage (EYFS).

At Rainbow Montessori Nursery School we believe good attendance plays a fundamental role in supporting children's educational achievement, well-being and in keeping children safer. Establishing regular routines for young children supports the settling-in process and enhances their sense of security and belonging. When a child has a part-time place, regular attendance is especially important.

This policy outlines the procedures to promote and monitor attendance and those that will be followed if a child is absent from the setting. We wish to create a culture where good attendance and punctuality is valued by all and so will work with parents to work together to remove barriers to attendance. We recognise that sometimes families may need extra support with attendance, therefore effective communication is essential between parents and the key person, who may be able to offer advice and support or referrals to other agencies who may be able to help, such as the health visiting team, portage or early help.

Although attendance at an early years setting is non-statutory, good attendance practice promotes good outcomes for all children. In a small minority of cases, good attendance practice may lead to the earlier identification of more serious concerns for a child or family and may play a vital part in keeping a child or other family members safe from harm.

Some of the benefits include;

- Building the idea that getting up and going to pre-school is part of the weekly routine, which will support transitions into school.
- Children who attend regularly develop a feel for the rhythm of the week and gain a sense of security from the routine.

• Young children find it easier to build and sustain a range of social relationships when they regularly attend their childcare setting.

• For some families, particularly at times of stress, the child's regular attendance at the setting allows parents to get other things done, which then helps them enjoy spending time with the child when they are at home.

• Good attendance at the setting helps children feel good about themselves. This is because they know what goes on and what to expect, feel more confident with the adults and the other children and have more opportunities to be valued and praised for their own special contribution.

• Children who attend regularly are more likely to be able to separate positively from their parents which helps them to see themselves as confident and able.

• Regular attendance helps staff at the setting to build upon their interests and plan future opportunities to help the child develop.

Children's attitude to school is learnt from their parents, therefore, it is essential for a positive, responsible example to be set by the parents from the outset of their education. Here at The Rainbow Montessori Nursery School we encourage a good level of attendance in a number of ways.

To promote good attendance, we will:

- Share our attendance expectations with parents prior to admission, including conveying clearly to parents that regular attendance and punctuality
    - Is expected
    - Is in the child's best interest, and
    - That unexplained absence will be investigated
- Keep records of attendance to enable monitoring and evaluation so that emerging patterns are addressed
- Foster a positive attitude to good attendance by quickly responding to children's absence while also recognising and celebrating, 'good' and 'improving' attendance
- Target attendance where there has been an issue and aim to set in place strategies and techniques to support improvement.

Attendance levels are monitored as part of our safeguarding procedures. We have a statutory duty to promote the safety and welfare of children. An important way to safeguard children is to ensure they attend nursery regularly. All staff work closely with the parents to deal with any problems connected with poor attendance.

Procedure:

Registration:

The nursery team is responsible for completing the registers each morning and afternoon. The registers will be completed by specific times each day (by 09:30 and 13:30).

Absence:

Parents are asked to write, telephone or inform us verbally if a child is absent, either beforehand (in the case of medical appointments, holidays, school visits etc) or on the morning of absence. Reasons for absence will be recorded in the diary in the office initially, then formally recorded in the register on Tapestry, this will be reviewed by the duty Manager regularly. If parents have failed to make contact with us by 9.30am on the first day of their child's absence, the manager, deputy or child's key person will contact parents and a contact log will be recorded.

If a child is absent for two continuous sessions with no notification and no successful contact with parent/carer. The manager / deputy manager will telephone the named emergency contact numbers on the child's registration form. If this proves unsuccessful, a letter will be sent to the child's address asking parent/carer to contact us and our Safeguarding procedures will be followed. If a child is a looked after child, subject to a child protection plan or a child in need then the pre-school must notify the child's social worker of any unexplained absence.

If there is cause for concern, or a child is persistently absent, the Manager will discuss this with the parents in order to agree a plan of action which may include contacting Health or other appropriate professionals.

For places funded by the Local Authority, it is expected that parents will commit to the allocated session and their children attend for the full entitlement. For long periods of absence the Local Authority needs to be notified and funding is withdrawn. Full fees will be then payable for the notice period if the place is no longer required.

If, after the Manager has made considerable efforts to encourage the parents to bring the child to nursery, in consultation, the place may be withdrawn. In all instances, the welfare and needs of the child are given the highest consideration.

Leaving the nursery

If you decide to withdraw your child from the nursery, please see our Parent Contract and Terms and Conditions for notice periods. This will ensure that we remove your child from our systems and therefore will not expect them to attend.

If your child is transitioning to another early years provider or school, please provide us with the details of the new setting so that we can transfer essential information, such as their unique pupil number or funding eligibility code.

Original Policy date: 14 March 2025

Reviewed 03 October 2025 *Signed Hayley Wade*

Next Review date: October 2026