

## Attendance Policy

### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.1 Respecting each other		

### Procedures

Olive Garden believe that attendance and punctuality at nursery are important and that absence can lead to poor progress and poor attainment. Regular and full time attendance is essential if children are to benefit fully from their school life. It is important that children learn the importance of being punctual as part of their preparation for adult life.

### Aims

- To encourage prompt arrival .
- To encourage regular attendance.
- To ensure that routines are in place for monitoring attendance and for early identification of any difficulties.
- To work together with parents in order to achieve high standards of attendance and punctuality

### Roles & responsibilities

The Nursery will:

- Give attendance and punctuality a high priority.
- Provide and promote a welcoming and positive atmosphere so that children feel safe and their presence is valued. .
- Encourage parents to fully support the policy as a vital contribution towards their child's education. .
- Ensure that attendance is effectively monitored and absences are followed up promptly after the second day of absence
- Develop incentives for good attendance and punctuality.
  - If within 1 day the child has not attended nursery the key person will ring home, to find out the reason.
  - We have a code on the registers which staff must fill out daily. i.e. authorised absence, un authorised absence, sick and holiday.
  - If there is regular unexplained reasons for absences this will be followed up with parents and dependent on reasons the place may be given to another child. The nursery will not claim for funded children who are not regularly attending the nursery. As the impact of this is, the children will not make the best possible progress. The nursery will not give any holidays exceeding two weeks. If parents require longer, then the child will loose their funded place. This is because the nursery is unable to claim while the child is off.
  - If the parent keeps failing to bring the child consistently to nursery then this could be a safeguarding issue.

Signed on behalf of The Olive Garden Nursery

**Issue 1: new policy November 2015**

**Issue 1: Reviewed September 2016**

**Issue 2: Amended June 2017**

**Issue 3. Amended September 2018**

**Reviewed October 2019**

**Issue 4: Amended January 2021**

**Issue 4: Reviewed October 2022**

**Issue4: Reviewed September 2023**