

ATTENDANCE MANAGEMENT POLICY

Introduction

Regular attendance at KLT's supports children's learning, development, and well-being. This policy outlines the procedures and expectations for attendance within our setting, in line with the Early Years Foundation Stage (EYFS) framework and safeguarding responsibilities.

Aims of the Policy

- To promote the importance of regular attendance and punctuality.
- To safeguard children by knowing their whereabouts at all times.
- To work in partnership with parents & careers to ensure children access their funded or paid nursery hours.
- To identify and address attendance issues early.

Attendance Expectations

- Children are expected to attend all booked sessions unless they are unwell or there are exceptional circumstances, or they are on holiday.
- Parents & carers must ensure children arrive and are collected on time.
- If a child will be absent, parents must notify the nursery by 9:30 am (or within one hour of the session starting).

Reporting Absence

- Parents/carers should inform the nursery by telephone, email, or upon our Ovivio app stating the reason for absence.
- For sickness or diarrhoea, children must remain at home for 48 hours after the last episode, in line with Public Health England guidance.
- For planned absences (e.g., holiday, appointments), advance notice should be given in writing.

Monitoring Attendance

- The nursery keeps daily registers of all children attending.
- Attendance patterns are reviewed regularly.
- Unexplained or frequent absences will be followed up with parents/careers.
- Persistent absence may result in a review meeting with parents/careers.
- A child's vulnerability will be considered when monitoring attendance.

Safeguarding Concerns

- If a child is absent without explanation and parents/careers cannot be contacted, the nursery will follow its safeguarding procedures, which may include contacting emergency contacts or, in serious cases, referral to children's services.
- Regular absence may be a safeguarding concern and will be logged and monitored.
- Any concerns must be referred to local children's social care services and/or a police welfare check.

Funded Places

- For government-funded places (15 or 30 hours), attendance is monitored in line with local authority requirements.
- Persistent non-attendance without valid reason may affect eligibility for funded hours.

