

General Welfare Requirement: Safeguarding and Promoting Children's Welfare

Glebe House School Early Years staff must take the necessary steps to safeguard and promote the welfare of children.

Safeguarding children

Attendance Policy

Policy statement

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 and supports the settling in process and enhances their sense of security and belonging. Even if a child only has a part time place, regular attendance is still especially important. Attending nursery helps children establish routines of going to school regularly and being on time, which can help them make a smooth transition to reception

This policy sets out the procedures in place to promote and monitor attendance within our Early Years Setting and the steps that will be followed if a child is absent from the setting . It also explains the importance and benefits of regular attendance.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
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Our Aims

- ***To create a culture where good attendance and punctuality is “normality” and valued by all***
- ***To value the individual and be socially and educationally inclusive***
- ***To be consistent in the implementation of our policy and procedures for recording and monitoring attendance***
- ***Work effectively with parents / carers through building trusted relationships to work together to remove barriers to attendance.***

To promote good attendance in our Early Years Setting

- Convey clearly to parents/carers that regular attendance is essential and it is in child's best interest and that unexplained absence will be investigated

- Keep records of attendance which provide accurate information on attendance to enable monitoring and evaluation so that emerging patterns are addressed
- Build on existing good practice by quickly responding to children's absence and improving attendance.
- Target attendance, where there has been a issue and aim to set in place strategies to support and ensure improvement.

Working with parents

The systems and procedures in place to promote children's attendance will be shared with parent newsletters

Managers and staff will work with parents/carers to address attendance which causes concern

Whilst attendance at nursery is not statutory, authorised absence is only normally granted in the following circumstances

- Illness of the child
- Illness of siblings or parents
- Health appointments
- Holidays
- Religious observance
- Emergency circumstances

Where these circumstances arise parents should inform the nursery on the first day of absence or prior to the first day of absence, unless due to a holiday where we ask for one month's calendar notice

Monitoring attendance

Records of children's attendance are accurately kept and monitored daily to ensure we can identify any problems and look for patterns

All managers and staff are alert to signs that children who are missing might be at risk of abuse or neglect and appropriate action is taken when children stop attending (Child protection policy)

In our Early years setting, we are aware that attendance is not statutory, but that non-attendance could be an indicator of other concerns

This policy initiated: SB, SE

Policy Written by: SB, SE

Policy to be updated on an annual basis.