

Attendance Policy

Policy statement

- This document sets out to describe the attendance policy in Hetton Lyons Nursery
- It describes the procedures for monitoring attendance
- We believe that parents are partners in ensuring their child attends the nursery consistently.

Purpose

- To encourage a high level of attendance across the nursery
- To set out procedure when children do not attend nursery

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.	Children learn to be strong and independent through positive relationships.	Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and carers.	

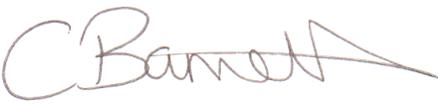
Procedures

- At the induction meeting parents are made aware of the importance of regular attendance to nursery (even though it is not statutory) as this establishes good patterns for future schooling
- Parents are asked to inform the nursery when a child is absent and state the reason
- If parents fail to ring the nursery before 9.30 or 1.15 nursery will ring them to find out why the child is absent and record that they have done so
- All absences are recorded in the register
- If contact is not made with a parent the key worker will discuss the absence when the child returns and staff will do their best to support parent and child to improve attendance
- If a child is consistently absent we offer home visits from our family support worker to support the family back into accessing the nursery

- Weekly attendance averages are kept and head teacher monitors this

Equal Opportunities

We aim to ensure that everyone is treated the same and there is no discrimination on the grounds of gender, race, religious beliefs, ethnic or national origin, sexuality, age, disability or their personal beliefs or circumstances.

Date to be reviewed	<hr/> 1/4/2014	
Signed on behalf of the Governors	<hr/> 	Date 9/1/2013
Signed on behalf of the Staff	<hr/> 	<hr/> 9/1/2013