Attendance Policy

Pippa Pop-ins Nursery Schools

Pippa Pop-ins 165 New King's Road (Ofsted ID: EY449873)

Pippa Pop-ins 233 New King's Road (Ofsted ID: EY449869)

Pippa Pop-ins 430 Fulham Road (Ofsted ID: EY449872)

Pippa Pop-ins 5 Kensington Place (Ofsted ID: EY489562)

Pippa Pop-ins 91-93 Princedale Road (Ofsted ID: 2857426)

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1. Scope and Application

1.1 This policy applies to:
Pippa Pop-ins 165 New King's Road (Ofsted ID: EY449873) ("**Pippa Pop-ins**")
Pippa Pop-ins 233 New King's Road (Ofsted ID: EY449869) ("**Pippa Pop-ins**")
Pippa Pop-ins 430 Fulham Road (Ofsted ID: EY449872) ("**Pippa Pop-ins**")
Pippa Pop-ins 5 Kensington Place (Ofsted ID: EY489562) ("**Pippa Pop-ins**")
Pippa Pop-ins 91-93 Princedale Road (Ofsted ID: 2857426) ("**Pippa Pop-ins**")

1.2 This policy covers all employees, including directors, apprentices, casual workers, whether on permanent or temporary contracts (collectively '**staff**'). This policy does not form part of any contract of employment or consultancy agreement and Pippa Pop-ins may amend it at any time. This policy does not include agency workers, consultants or contractors except where otherwise stated.

2. Policy Aims

2.1 The aim of this Policy is for staff to work in partnership with parents to promote the highest levels of regular attendance to lay the foundation for future learning. We do this by sharing positive messages about the impact of good attendance and being open and available for parents to talk through any concerns about their child's attendance. We take into account individual circumstances and work collaboratively to resolve barriers to attendance, sharing the adverse effects that non-attendance can have on a child's learning and development.

2.2 We believe that good attendance is important for children to become settled and have the opportunity to access high quality early years education and care to support their learning and development. Although we recognise that attending nursery is non-statutory, we also recognise the value of working together with parents and carers (together '**parents**') to establish good routines and positive patterns of attendance which will help their children throughout their schooling and adult life. Developing good habits and consistent routines, with exposure to rich learning experiences through regular attendance enables children to become happy, settled, confident learners who make good progress.

2.3 Pippa Pop-ins also recognises that children missing education can act as a vital warning sign to a range of safeguarding issues, including neglect, sexual abuse and child sexual and criminal exploitation.

3. Responsibilities

3.1 Staff Responsibilities

3.1.1 Staff are expected to:

- actively promote the importance of regular attendance and punctuality;
- record attendance daily on Famly app, carrying out regular reviews to identify patterns of absence;
- employ early intervention strategies for children with declining attendance. These may include telephone calls, email correspondence, parent meetings, and/or individualised support plans;

- offer guidance and support to families facing barriers to regular attendance, including and referral to external agencies if necessary and/or required;
- be mindful of absences resulting from mental or physical ill-health or special educational needs and provide additional support as appropriate; and
- employ positive reinforcement techniques, to reward excellent and improved attendance.

3.2 Parent Responsibilities

3.2.1 Parents are responsible for:

- ensuring regular and punctual attendance;
- notifying Pippa Pop-ins on each day of any absence and providing a reason for it;
- working collaboratively with Pippa Pop-ins if attendance issues arise and attending meetings when required;
- Parents communicate the absence in writing with the setting and it should be recorded on Famly; and
- avoiding term-time holidays in term time setting.

4. Attendance Procedures

4.1 Registers

4.1.1 Pippa Pop-ins nurseries must hold accurate attendance registers. All children should have their attendance recorded on Famly.

4.1.2 Staff must correctly and punctually record the arrival and departure of all children on the Famly app.

4.2 Attendance Monitoring

4.2.1 Attendance is monitored to identify the trends and patterns for monitoring reasons and purpose by the Head of the Nursery.

4.2.2 All planned absences in term-time must be recorded using the Famly app. Holidays will be marked as such in the attendance register.

4.3 Long-Term Absences

4.3.1 If a child is absent from the nursery for a prolonged period of time, or without notification, Pippa Pop-ins will attempt to contact the child's parents or alternative emergency contacts to seek an explanation for the child's absence and confirmation of their expected return.

4.3.2 Staff must consider patterns in a child's absences and their personal circumstances and use professional judgement to decide if an absence should be considered as 'prolonged' – with consideration given to the child's vulnerability.

4.3.3 If there is cause for concern, the health visiting service and/or multi-agency team may also be contacted to ascertain if family support may be needed. In the most urgent cases, Children's Services will be contacted.

4.3.4 Staff who are concerned about a child's prolonged absence should in the first instance speak with the DSL and follow the relevant reporting procedures under the Safeguarding and Child Protection Policy.

5. Reporting Absences

5.1 Late Arrivals

5.1.1 The nursery day starts at 8am for morning/full day sessions and at 2:15pm for afternoon sessions. It ends at 2:15pm for morning sessions and at 6pm for afternoon/full day sessions.

5.1.2 Parents are asked to call the nursery if they are going to be late.

5.1.3 If a parent is regularly late when dropping off their child, we will need to have a conversation to discuss the missed opportunities and disruptions to the child's routines and agree a plan to prevent this pattern continuing.

5.2 Absence due to Illness

5.2.1 If a child is absent from nursery due to illness, they must stay at home until they are better. Parents are asked to contact the nursery by phone or update the Famly app each day if their child is ill and will be absent from the nursery. Please refer to the Ill or Infectious Children Policy.

5.2.2 Pippa Pop-ins will record the reason for absence and ask parents to keep the nursery informed daily throughout their child's period of absence. Children with diarrhoea or vomiting should stay away from the nursery for 48 hours after their symptoms have gone. Parents must follow advice from the nursery or the NHS/Public Health when there is prevalence of an infectious disease. You can find useful information about absence and illnesses on the NHS Live Well website.

5.3 Other Absences

5.3.1 If your child is going to be absent for another reason, such as an appointment, please contact the nursery and we will record the reason for absence. It is important that parents keep in touch with the nursery each day throughout the period of absence.

5.3.2 If children are absent and the nursery has not been informed, we will try to make contact with parents (and then their emergency contacts) via a telephone call or email on the first day of their absence. Parents will be asked to keep in touch with the nursery daily throughout the period of absence. Children who are vulnerable will be monitored daily and if the child has a named Social Worker, the Social

Worker will be notified on the first day of absence and updated on the child's attendance. Where there are concerns about a child's attendance and Pippa Pop-ins has not heard from the family, the relevant external agencies will be informed.

5.3.3 Pippa Pop-ins will be proactive in its support of parents to try to identify barriers to attendance and resolve any issues. This may include actions such as offering early help to support the family, involving other agencies or, where possible, offering alternative or extended sessions to ensure their child's attendance improves.

5.3.4 Pippa Pop-ins is aware that there may be occasions where a child's absence cannot be avoided, for example if they have to attend medical appointments or there is a family emergency. Such absences will be authorised.

6. SEND

6.1 Pippa Pop-ins nurseries will make reasonable adjustments where a child has a disability that puts them at a substantial disadvantage in comparison with children without a disability, in relation to nursery attendance.

6.2 We will also work with parents, and where appropriate with the Local Authority, to develop specific support approaches for attendance for children with special educational needs. Please refer to our SEND policy.