



# LITTLE FOOTSTEPS CHILDCARE

## Attendance/Absence Management Policy

'Even when you're very small, good attendance makes a BIG difference'

At Little Footsteps we aim to promote good attendance and punctuality in partnership with parents and carers in Early Years, ensuring that good habits are formed early, so that children are ready for their transition to school.

Regular early years attendance is important for all children, as it is only through regular, consistent routines that children build up the secure attachments they need for healthy development. Research shows that regular attendance in a good quality early year setting has a lasting impact on children's social development and intellectual attainment throughout school. Regular attendance has a positive impact on all aspects of a young child's learning and development. A regular routine also supports young children to feel settled and secure.

It is important that our records of children's attendance are accurately kept and regularly monitored to ensure that we can identify any potential problems and look for patterns. Absences can also include sickness.

It is to be expected that as children begin nursery, they will become exposed to more germs and are likely to pick up common childhood illnesses, until their immunity builds up. Parents will be supported with advice as to whether their child needs to be off, and for how long e.g. 48 hours after an episode of diarrhoea and vomiting.

All staff are alert to signs that children and learners who are missing might be at risk of abuse or neglect, and appropriate action is taken when children stop attending. We are aware that attendance is not statutory until the age of 5 but that non-attendance could be an indicator of other wider safeguarding concerns.

We monitor children's attendance through our daily Family registers. All absences are logged and noted onto the Family app. When logging this absence, we/you will be asked for a reason for this absence. You can also categorise this absence as, SICK, HOLIDAY or ABSENT, followed by your written explanation. You will be asked to complete this for every absence. If a child is marked down as absent without a reason, the staff/manager will make contact via phone or Family message to follow up this absence.

We require parents/carers to report a child's absence following the procedure below.

### Step One

#### Notify absence/reason to the nursery

- This can be done the following way's
- Family Message
- Phone the setting/Nursery
- Speak to Key Person
- Mark absence using your Family App

### Step Two

Provide reason for absence



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## Step Three

If step one or step two listed above is not followed, the staff will message/call to discuss/enquire the reason for this absence. Frequent absences/non-attendance will be investigated, and further action or monitoring will be taken. We will always discuss our concerns with parents and endeavour to enable children to attend as regularly as possible. Communicating with parents and following up on non-notification of absences as part of promoting good attendance and punctuality.

## Step Four

If we are unable to contact you by phone regarding your child's absence, if appropriate this will trigger our safeguarding procedures.

Please note – Absences from nursery are now recognised as an indicator of a safeguarding concern. If staff/Management feel a child is at risk of harm, linked to this absence, this may result in contacting the Police to complete a welfare check, or contacting CADS. Please refer to our Safeguarding Policy for further information on CADS.

We recognise that sometimes families may need extra support with attendance and punctuality, therefore good communication is essential between you and nursery. We will work with you to support your child's good attendance and punctuality. Where children's attendance is poor and not improving, we will talk to you about the available support, for example, Family Hubs, ECFS, supporting behaviours, parenting courses.

At Little Footsteps we;

Follow up on all absence in a timely way

Contact parents and emergency contacts for prolonged/unnotified absences.

Assess risk: The duty manager on site monitors absences once a week ensuring that all absences have been correctly logged with a reason given. Consider absence patterns, child/parent vulnerability and home life when assessing whether attendance is a cause for concern.

Escalate concerns: Safeguarding actions to be taken if there is a concern about a child's welfare. Refer concern to CADS or request a police welfare check if the family cannot be contacted.