

Attendance Policy

At **Total Tots** we believe 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 supports the settling-in process and enhances their sense of security and belonging. When a child has a part-time place, regular attendance is especially important.

This policy outlines the procedures to promote and monitor attendance and those that will be followed if a child is absent from the setting. We wish to create a culture where good attendance and punctuality is valued by all and so will work with parents to work together to remove barriers to attendance. We recognise that sometimes families may need extra support with attendance, therefore effective communication is essential between parents and the key person, who may be able to offer advice and support or referrals to other agencies who may be able to help, such as the health visiting team, portage or early help.

To promote good attendance, we will:

- Share our attendance expectations with parents prior to admission, including conveying clearly to parents that regular attendance and punctuality
 - Is expected
 - Is in the child's best interest, and
 - That unexplained absence will be investigated
- Keep records of attendance to enable monitoring and evaluation so that emerging patterns are addressed
- Foster a positive attitude to good attendance by quickly responding to children's absence while also recognising and celebrating, 'good' and 'improving' attendance
- Target attendance where there has been an issue and aim to set in place strategies and techniques to support improvement.

Monitoring attendance

Records of children's attendance are accurately kept and regularly monitored to ensure that we can identify any potential problems and look for patterns. All managers and 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. While we are aware that attendance is not statutory, we recognise that *non-attendance could be an indicator of other concerns. All managers and staff are particularly aware of the need to monitor groups such as those who are considered to be vulnerable learners.*

Procedures to record, monitor and follow up non-attendance

- Children's attendance is monitored using **Dayshare Parenta**, our digital attendance system.
- Parents or carers are required to report any illness or expected late absence by **9:00am**. This information will be recorded in the digital register along with the reason for absence.
- If a child will arrive after **9:00am**, parents or carers must telephone the setting to inform staff.
- All arrivals and departures are logged in the digital registration system, including the times of arrival and departure.
- Any missed hours for **funded sessions will also be recorded.

This policy was adopted on	Signed on behalf of the nursery	Date for review
22.09.2025	L.NOLAN/K.SHARPE	2026

Non-attendance:

- If a child is absent and we are informed of their reason for absence this will be recorded on the digital register
- If a child is absent without an explanation a telephone call will be made to the main carer to establish the reason for the absence
- If no contact is made, then we will follow this process:
 - Contact any second main carer (to priority and secondary numbers, e.g. home and work)
 - Contact the first emergency contact number
 - Contact the second emergency contact number.
- If contact cannot be made by telephone call, a home visit may be carried out.
- If there continues to be no contact and there is cause for concern, the health visiting service and/or the Children and Family service will be contacted to ascertain if family support may be needed
- In more urgent cases, the police may be contacted to carry out a welfare check.

Leaving the nursery

If you decide to withdraw your child from the nursery, please see our Parent Contract and Terms and Conditions for notice periods. This will ensure that we remove your child from our systems and therefore will not expect them to attend.

If your child is transitioning to another early year's provider or school, please provide us with the details of the new setting so that we can transfer essential information.

*****The Lancashire County Council funding team aims to ensure that children and families make use of their funding entitlement and that regular attendance is monitored, including absences due to holidays, sickness, or unexplained reasons. If a funded child is frequently absent from particular sessions, this will be discussed with the parent or carer. If attendance does not improve, a reduction may be applied in accordance with Lancashire County Council policies. Every effort will be made to support consistent attendance; however, if there are no indicators of concern or vulnerability, and booked sessions have not been attended for four weeks or more without a justifiable reason, the child's place may be withdrawn.***

9.4 For children to receive the greatest benefit from the EEF entitlement, it is important children's attendance is in line with the agreed hours in the signed parental agreements. Children are expected to regularly attend the hours agreed in the parental agreement. The provider may need to negotiate alternative days/times if the child is not in regular attendance for the agreed hours as the government funding cannot be paid for children that do not attend the agreed hours.

9.5

Whilst it is appreciated that absences may occur due to unforeseen circumstances, providers may report a child's absence, in accordance with their safeguarding policy.

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Previously, we discussed recording children or families of concern in our observations, and we do log absences in DayShare. However, the DayShare app does not currently allow us to generate a report of absences related to concerns; if an issue arises, you must manually review records to identify and count the relevant absences.

For any child needing an EHCP or PEP, we must confirm their attendance days to accurately calculate non-attendance.

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