

## **Attendance Policy**

Here at Bowden House we believe in supporting good attendance at nursery. Research has shown that children who regularly attend a good quality setting delivering early education has a positive effective on their social and intellectual development throughout school and later life. We therefore want to work with parents and families to achieve these good levels of attendance and punctuality.

Although government funded early education places are not subject to compulsory education laws we strongly promote maintaining high levels of attendance in order that children can achieve the maximum benefit from their funded hours.

To support this each room holds a register and records the time of arrival and collection of each child. Room leaders monitor this register and any unexpected absences as part of our duty to ensure the welfare and safeguarding of all the children.

To help support communication between nursery and families we ask that parents/ carers:

- Provide up to date contact numbers and notify us of any change in address.
- Ensure that your child attends the sessions agreed in your contract.
- Notify nursery if your child is going to be absent and the reason for their absence.
- Keep the nursery up to date if the absence is prolonged.
- Notify nursery if they are going to be late that day.

Staff will:

- Contact parents/carers if a child does not arrive at nursery with no prior notification.
- Speak to parents if the child has an irregular attendance pattern.
- Help support parents with strategies to enable good attendance.
- In the case of a concern about the welfare and safety of a child whilst not in attendance at the setting the child protection policy will be followed.

By signing the terms and conditions of your nursery contract you are agreeing to adherence of this attendance policy.