



## Attendance policy

### Statement of Intent

Tiny Treasures views good attendance and punctuality as vitally important for the learning and well-being of children. Children who attend Tiny Treasures regularly, arrive and are collected on time are more secure and better able to engage with the learning environment.

### Roles and Responsibilities

#### Parents & Carers

- To ensure their child attends every session unless they are unwell.
- To try to avoid making appointments for their child that occur during session time.
- To inform the Setting by telephone on the first day if a child is absent because of illness and again at regular intervals if the illness is prolonged.
- To inform the Setting if their child is going to be absent and to give the reason for the absence - this can be done by email, telephone or letter.
- To write to the Supervisor to advise of holidays during term time.
- To request permission for flexi-schooling if they wish to take their child out of Setting on a regular basis to take part in an educational activity such as a swimming lesson.
- To bring and collect their children promptly - please remember it is very distressing for children to be left until last.
- Ensure that children are brought and collected by a responsible adult, over the age of 16.
- Ensure that the Setting is informed every time someone different will be collecting their child and that person has a password.
- Bring children into the setting and ensure a member of staff is aware of their arrival.
- Fees for missed sessions are still applicable and no replacement/alternate sessions are provided.

#### Staff

- To ensure parents/carers understand the importance of punctuality and attendance.
- To monitor attendance and punctuality on a session basis.
- To speak informally to parents/carers if a child's attendance is below the expected level of 95% or if poor punctuality seems to be having a significant effect upon the child's education.
- To write to parents if attendance remains low, or punctuality does not improve, after informal conversation.
- To inform the authorities if poor attendance or punctuality indicates that the child's welfare could be in jeopardy.
- To withdraw the child's place in extreme circumstances - but not if this could further endanger the welfare of the child.

- To ensure strategies for encouraging good attendance are implemented.

## Staff

- To monitor the attendance and punctuality of the children and ensure a reason is obtained every time a child is absent from Tiny Treasures.
- To inform the setting manager if they have concerns about a child's attendance or punctuality.
- To be aware that poor attendance and/or punctuality could be a safeguarding issue and to respond in accordance with the Tiny Treasure's [Safeguarding Policy & Procedures](#).
- To ensure that registers are accurately completed with late marks and reasons for every absence.
- To mark a child as being late if they arrive 20 minutes after the session has started.
- To provide positive messages to parents/carers about the importance of punctuality and good attendance.

## Directors & Managers

- To agree, support, monitor and review the implementation of the policy on attendance.
- To monitor attendance rates termly.
- To monitor strategies for encouraging good attendance.

## Procedures for following up to absence and Support for Parents

- Staff note all absences, by using the appropriate symbol in the register.
- First day response procedures are followed for any child we are concerned about and whose parents have not already contacted the school.
- A staff member will telephone the parents/carers to enquire the reasons for the absence.
- Parents/carers are politely reminded of setting policy and their responsibility to inform the setting of the reasons for their child's absence.
- All notes from parents regarding a child's absence will be stored if required.
- If a child is persistently late or absent the appropriate member of staff will contact the parents/carers and invite them into school to discuss the issues and find ways forward.

## Glossary of Terms

Authorised Absence - sessions away from Tiny treasures where there is a good reason e.g. illness, hospital appointment or other unavoidable cause.

Unauthorised Absence - those which Tiny treasures does not consider reasonable and/or for which there has been no request for absence made or the request has not been granted. This includes: - keeping children off for trivial reasons, absences which have never been properly explained.