

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.