



St Paul's Nursery School and Children's Centre Policy for Attendance and Punctuality

Rationale

We want to support children's sense of belonging, strong attached relationships and emotional well-being by establishing predictable and consistent routines.

Attendance and punctuality support children's emotional well-being, relationships with their Keyperson and children in the group and helps children grow their confidence and resilience.

We recognise that Nursery School is not statutory and parents can choose when and how much of the provision to bring their children to or be involved in.

We emphasise that attendance is a key factor in children achieving across all areas of learning, helping children build on and make links in remembering and revisiting their learning and previous experiences.

Sharing expectations around attendance and punctuality can help families and practitioners plan effectively for children's learning, well-being and relationships.

Regular attendance also helps and supports families, giving them opportunities to talk about what is happening in their family, access support from the Centre or other services and finding ways to keep safe.

Attendance is part of our safeguarding responsibility and is vital way of keeping children and families safe from harm.

Each child has a Keyperson that knows the child and family really well. Building reciprocal trusting relationships is essential in supporting or helping to remove barriers to regular attendance. Essential information about personal and family histories underpins all of our relationships with the child and parents/carers.

Procedures

- Expectations around attendance and punctuality are discussed at Home Visits, Getting-to-know-you and settling-in sessions. Further conversations between the child's Keyperson and the parent/carer can take place at any time, particularly if there is a pattern of non-attendance or lateness
- Parent/carers are encouraged to call the Centre on the day of absence and this is recorded by admin/office
- Parents/carers are encouraged to inform their child's keyperson or the Centre of planned absences
- All attendance is recorded on Family or Integris systems and can be monitored by the child's Keyperson, room leader, DSL and SLT
- Each child's Keyperson will phone the family on the second day of absence if the Centre hasn't been informed of the reasons for absence

- If a child has a child protection plan, is a child-in-need or looked-after-child, or is a 'cause for concern' the child's Keyperson will call the family to 'check in' and support on the first day of absence (even if the parent/carer has called the Centre). This is then recorded on CPOMS and is monitored by the DSL and Safeguarding Team.
- Children who have a pattern of non-attendance are identified as a 'cause for concern' and are monitored by the child's Keyperson, Room Leader, the DSL and Safeguarding Team.
- The child's Keyperson will support the family in identifying underlying reasons or barriers to attendance, may offer changes in sessions or offer support in accessing other services (Children's Centre Family Services, Health Visitor) that may help in improving attendance and accessing the Centre.
- Children with a pattern of low or non-attendance will be contacted regularly, which may include additional home visits, doorstep visits, joint visits with family support or health visitors; further actions may include referrals to First Response

refer to [St. Paul's Nursery School and Children's Centre Safeguarding and Child Protection Policy 2021-2022 Section 2.6 Children Missing from Education, p. 17 - 18](#)