

Brighter Futures Academy Trust

Nursery Attendance Policy



Name of Policy Writer/Amendments	Date Written/Amended	Next Review Date
Calderdale LA	July 2015	
L Johnson	July 2015	August 2017

Statement of Intent

Our nursery setting wants to work with children and parents to ensure that we deliver early education to a high standard and provide planned learning activities to help children to progress towards achieving the early learning goals.

Aims

To this end we will make every attempt to ensure that eligible children attend as many sessions as funding has been received for, bearing in mind occasional sickness or holiday absences.

We will monitor attendance for Early Education Funded (EEF) children on a weekly basis to ensure that children receive a beneficial level of early education to assist them in progressing towards the early learning goals, and follow the procedure below for any cases of non-attendance or erratic attendance.

Procedure

If it becomes evident during weekly monitoring of attendance that a child is failing to attend all their requested early education funded sessions we will:

- Erratic / non-attendance for 2 weeks.
Have an informal discussion with the child's parent / carer to see if there are any problems which are preventing full attendance.
** Diary / note this communication on CPOMS or SIMS*
- Erratic attendance for a further 2 weeks (4 weeks totalled).
Request a formal parent / carer meeting to discuss the implications of attendance levels on the child's progress and place availability.
Offer a reduction in sessions funded as a possible solution.
** Diary / note this communication on CPOMS or SIMS*
** Inform Calderdale CIS if funded sessions have been reduced.*
- Non-attendance for a further 2 weeks (4 weeks totalled).
If no contact or resolution can be established with the parent / guardian, take this period in lieu of the 4 weeks' notice period.
** Diary / note this decision on CPOMS or SIMS*
** Complete a 'Child Leaving Form' and submit to Calderdale CIS within 5 working days.*
- Erratic attendance beyond 4 weeks.
If no resolution can be obtained prior to this period, contact Calderdale CIS to inform them of the situation and attempts to address it.
** Diary / note this communication on CPOMS or SIMS*

In compliance with;

A Code of Practice on the Provision of Free Nursery Education Places for Three – and – Four Year Olds

Local Guidance for Nursery Education Funding