Bolton College
Early Years &
Pre-School Centre

Bolton College Early Years & Pre-School Centre

Attendance Policy 2024-25

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1. Policy Statement

This policy states how the attendance of children at the Early Years and Pre-School Centre is monitored and managed and also sets out the expectations and procedures relating to attendance for parents / carers and staff working within the setting.

2. Scope of the Policy

This Attendance Policy relates to the care, safety, education, health and well-being of all the children attending Bolton College Early Years & Pre-School Centre and also applies to parents /carers and staff within the setting.

3. Aims of the Attendance Policy

- To create a culture within the setting where good attendance is normal and valued.
- To prepare children from the earliest age for their time at school where attendance is statutory.
- To value the individual and be socially and educationally inclusive.
- To ensure the safety and wellbeing of children attending the setting.
- To ensure children have full access to all the learning opportunities available and to the early year's curriculum.

4. Expectations of Parents / Carers

At the Early Years and Pre-School Centre we believe good attendance is essential for children to be settled and take full advantage of the learning and development opportunities available to them. For young children, consistency and continuity are important factors for their well-being and progress.

All parents / carers will be made aware of the importance of regular attendance prior to entry and of the importance of collecting children on time. We ask parents to be prompt in bringing their child to nursery at the beginning of the session and collecting them at the end of their session.

All parents / carers will be encouraged to ensure their child achieves the maximum attendance possible.

5. Procedures Relating to Children's Attendance at the Setting

We understand that children suffer from childhood illnesses and in the instance that your child should be unable to attend our setting on their nominated day we would ask that you contact us to give an explanation by phone or email on that day and on subsequent days. 01204 482196 or eypsc@boltoncc.ac.uk

The Manager / Deputy Managers will note the reason for absence and expected return date of the child. Messages of absence from parents' carers are passed to the key worker

When your child returns to the setting you will be asked to sign an absence form stating the reason for the absence.

Monitoring attendance at nursery will support the safeguarding of children. If we do not have an explanation of absence, we will endeavour to contact you or your emergency contacts that day. If we fail to make contact within 48 hours by phone, we will contact Children's Services. (This is in accordance with the Children's Act 2004) and for families who are already involved with Social Care we may contact Children's Services within 24 hours.

If there is no contact after one week, a letter will be sent to the parents /carers. If necessary, an appointment will be made with the Nursery Manager to discuss the matter. If after one month there has been no contact, the child's name will be removed from the register and the place allocated to another child on the waiting list. The Local Authority will be informed that the child has left the nursery.

Any problems with regular attendance are best sorted out between the setting the parents. Children can sometimes be reluctant to attend a setting which is new to them and we understand this issue well. If a child is reluctant to attend, it is best not to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse. Cooperation between home and nursery is the best way to support children's well-being needs. Parents are expected to contact the nursery at an early stage and explain to work with the staff in resolving any problems together.

Parents of children whose attendance is inconsistent and generally poor will be contacted by the Manager and their future attendance monitored. If there is cause for concern, the health visiting service and/or Multi-agency Team may be contacted in order to ascertain if family support may be needed. In more urgent cases, social care may be contacted.