



## Attendance policy & procedures

Regular attendance in an early years setting is vital for maintaining a stable and nurturing environment and is crucial to each child's educational and social development.

Although there is no legal requirement that children attend a nursery before the age of 5, good attendance enables children to take full advantage of the learning and development opportunities available, which is key to giving children the best chance to thrive.

### **Why attendance is important.**

Regular attendance helps children build trusting relationships with their carers and peers. These, in turn, help children develop good social skills and feel safe and secure, free to explore and learn. Good attendance can also help children follow daily routines, understand behavioural boundaries, settle in easier and prepare them for future educational settings.

### **Why do we monitor attendance ?**

Recording children's attendance is a requirement for all childcare providers, this information is to support all safeguarding practices and meet local authority requirements. We have a duty of care to all our children to report any safeguarding concerns to the local authority if attendance is part of a bigger picture with regards that indicates that they may be at risk of harm.

### **What happens if a child cannot attend nursery ?**

We would ask parents to ring the nursery as soon as they know their child will not be attending. If they are on holiday or have an appointment please let the office or room know, this will stop us from following our well being check protocol when a parent/carer does not inform us.

## Wellbeing protocols

If we have not been informed by a parent/carer of a child's absence, a senior member of staff will perform a wellbeing check.

If a child has not turned in for their first session at nursery by a certain time the room leader must inform a senior member of staff who will perform a wellbeing check.

### **Day One**

- Ring the first contact on the phone, leave a message if they do not pick up.
- Ring the second contact on the phone, leave a message if they do not pick up.
- Ring any other contacts on the registration form.
- Repeat if needed.
- If a child is known due to Early Help or Child In Need/Child Protection, we would notify or get in touch with the relevant service and request assistance.

*If at any point we feel that an absent child is at risk of harm, contact the MASH immediately or in cases of imminent danger 999.*

Usually at this point we would have had contact with one of the parent/carers and an explanation given. This would be until mid afternoon.

## Day Two

- For a child where there are no immediate safeguarding concerns continue all reasonable efforts of contact, going down the list.
- These must be documented each time.
- If contact is still not established by the end of the second day, using professional judgement and the settings knowledge of the family and any overall concern, we will refer the matter to the MASH by filling out a Multi-Agency Request for Service Form.
- If anything should escalate contact the police in cases of urgent risk.

Mash ( Multi Agency Safeguarding Hub )

0161 342 4101 ( in hours ) 0161 2222 ( out of hours )

Early Help

ehaadvisors@tameside.gov.uk

0161 342 4040

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