

POLICY DOCUMENT

Title	ATTENDANCE
Audience	DIRECTORS, EMPLOYEES, FAMILIES

Models of Attendance

Little Wellies offers various models of attendance for children, such as:

- 15 funded hours on a TTO basis (Universal 3-4 Year Old Funding)
- 11 funded hours on an AYR basis ("Terrific Twos" funding or Universal 3-4 Year Old Funding)
- 30 funded hours on a TTO basis (Working Parents Entitlement)
- 22 funded hours on an AYR basis (Working Parents Entitlement)
- Solely private hours / sessions
- Private hours / sessions in addition to funded hours/sessions

The sessions of attendance and how such attendance is funded is agreed when the child registers through a parent agreement form, including all terms and conditions. Children will then generally attend on such sessions as agreed. When a permanent or long-term change is made, in discussion with the Manager, then a new parent agreement form is signed and filed.

Expectations of Attendance and Non-Attendance

We generally expect that all children attend for the sessions, each week, that have been allocated to them and chosen during the registration process, unless agreed otherwise. If a child does not attend a session (due to illness or any other reason) we expect the parents/carers to make contact with the Nursery to explain the non-attendance. This will then be logged. If the child is going to be absent for a prolonged period of time, then, again, parents and carers are expected to inform the Nursery and discuss the likely date of return. If a family requires a change in attendance, which may be either short or long term, then this should be discussed with the setting Manager.

At Little Wellies we recognise that good practice in this area may help to help to identify children earlier who may be at risk of harm.

Recording Attendance

Each room has an attendance register for each session of attendance. When a child is dropped off and collected the following information is recorded against the child's name:

- Time of arrival / collection
- Family member who handed over / collected
- Staff member who added the child's arrival / collection time to the register

Actions When a Child Is Absent Without Notification

At Little Wellies we know our children and families well. When deciding whether a child's absence is unusual or may be considered as prolonged the Designated Safeguarding Lead will use their professional judgement. Consideration will also be given to the child's vulnerability and their home life. At Little Wellies we follow up absences in a timely manner. This may be because a child has been absent for a prolonged period of time or because a child is absent without notification from the parent or carer. Unless a valid reason has already been given, staff must inform the Manager if a child is absent from their session.

Attempts are made to contact the parents or carers. If this is unsuccessful then the Designated Safeguarding Lead will use their professional judgement to assess their level of concern. If there is any concern, then attempts are made to contact the child's emergency contacts that are held by the Nursery. If this is still unsuccessful then the Designated Safeguarding Lead will make an attempt to visit the family's home. If the absence is still not adequately explained, then the Designated Safeguarding Lead will make a referral to the Bradford Children's Services Integrated Front Door.

All concerns and actions relating to prolonged absence or unreported absence will be recorded on an absence concern form and will be followed up by the Designated Safeguarding Lead.

Attendance and Funded Places

Families who are accessing a government funded place must make sure that they utilise, and their child attends for, the total number of hours as agreed in the parental agreement, which will be the number of hours the nursery is claiming in funding from the Local Authority. If a child does not attend for the number of hours that are being claimed for by the Nursery then the Nursery will have a conversation with the parents which may lead to the child's hours of attendance permanently reducing. At this stage the Nursery will inform the Local Authority and claim for only the number of hours that the child is attending.

If a reduction in the number of funded hours is required by the parents or the parents are no longer eligible for the funded hours, then they must inform the Nursery immediately to ensure that the Nursery claims the correct level of funding from the Local Authority. If the Nursery is not advised and the Local Authority look to claw-back the funding, the parents will be liable to pay for the loss of funding which will be invoiced by the Nursery.

Adopted on	Owned By
13.8.25	Chris Tidswell

This policy will be reviewed every 3 years or sooner if necessary.