



Sheffield Hallam University Nurseries

Attendance and Absence Management Policy

Funded hours

As part of our Funding Agreement to claim funding for children aged 2 - 5 years we have agreed to monitor and check attendance of our children. The Council has the right to carry out checks and/or audits on the nursery to ensure compliance with the requirements of delivering the free entitlements. The Authorised Officer may request in advance of a visit to the Provider copies of the following documents:

- A copy of the Provider's up to date attendance and absence management policy.
- Samples of attendance records (registers) for each funded child and any evidence of communication with parents regarding individual children's attendance.

Due to this we ask that you make sure your child attends nursery regularly and on time.

How we manage child absence in the nursery

At Sheffield Hallam University Nurseries we manage all child absence in line with guidance from the Local Authority funding conditions.

If a child is absent from either nursery or if they are not accessing their agreed hours the following steps will be taken:

- First day of absence: if a parent has not contacted nursery with a reason for absence, we will attempt to contact the parent to establish a reason.
- Three consecutive sessions or one week's absence: If three consecutive sessions or one week elapses with **no** contact from the family, the nursery will contact the child's Health visitor to share this concern. If the child has a named Social Worker, the Social Worker should be contacted as a matter of urgency, this also applies if other support services are involved with the family, they will also be contacted. The nursery will also at this stage follow the Local Authority's guidance on Children Missing from Pre-school Services Good Practice Guidelines.
- Two weeks' absence: If two weeks elapse without the child attending but contact has been made with the family, the provider can make a referral to MAST for attendance support. This should be made via a Request for Service form or if the family has more complex needs a referral can be made via a Family CAF

Safeguarding Concerns

If at any stage of a child being absent the child is thought to be suffering or is at risk of suffering harm providers must follow the guidance in the current Sheffield Safeguarding Child Protection



Procedures: <http://sheffieldscb.proceduresonline.com>. This will be logged as a cause for concern in the nursery safeguarding file.

Reduced Attendance

- Where a child is not attending for all of the hours agreed in the Parent/Carer Agreement form, the nursery will contact the parent to remind them of the agreed hours.
- If attendance does not improve, the provider should write to the parent explaining that if they do not use the hours they have chosen, these will be reviewed and possibly reduced.
- Providers should record the actions they have taken to improve attendance and record the outcomes, i.e. did attendance improve?
- Providers must make parents aware of the need to contact the setting if their child is unable to attend
- Where there are genuine circumstances for a child not attending or attending sporadically for short periods, providers should record the action they have taken to monitor the child's absence and the support they are providing to assist the child to access their full entitlement. Examples of exceptional circumstances are bereavement or illness of the child or a family member.

Holidays

Funding will be paid for holidays taken during FEL funded weeks, for up to four weeks in a Funding Year. This arrangement must be recorded in the Parent/Carer agreement.

The Local Authority will not fund any additional weeks, so parents who exceed this limit must either give up their place or come to an arrangement with the provider.

Providers should encourage parents to take holidays outside of FEL funded weeks by discussing with them the benefits of continuous attendance for school readiness.

Non-funded Children

In the same way we ask parents to contact us as soon as possible on the day the child is supposed to be at nursery if they are not coming in that day.

We also ask that at least a weeks' notice is given if you are going on holiday so lunches can be cancelled. Failure to do this will result in lunches been charged.

If your child does not attend nursery and you do not call in we will attempt to contact you to establish a reason. This is in accordance with our safeguarding policy.

| This policy was adopted on | Signed on behalf of the nursery | Date for review |
|----------------------------|---------------------------------|-----------------|
| 14/4/21 | J. Rhodes | April 2022 |