

## ATTENDANCE POLICY

Regular attendance has a positive impact on all aspects of a young child's learning and development. Attendance for children under five is not mandatory, however we aim to establish the importance of good attendance at Hopes and Dreams Nursery School as we know that regular routines help children feel settled and secure.

Parents are required to inform the Nursery School of any absence of the child due to illness, holidays or under any other circumstances. The Nursery School will contact parents by telephone/email on the first day of any un-notified absence to establish the reason for this.

If after one week there has been no contact from the parents, the Nursery School will send a letter to the family. If after one month there has still 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 School.

We recognise that sometimes families may need extra support with attendance and punctuality, and therefore good communication is essential between parents and the Nursery School.

Reviewed on: August 2019

Signed on behalf of the Nursery School: .....  
*Candice Harrison*

Next review date: August 2020