



Willowview ELC

Attendance Policy

This policy was adopted at a meeting of: staff at Willowview

On: March 2025

Review Date: March 2027

Signed: *Deborah Cooke*

Designation: Lead Practitioner

This policy is underpinned by the UNCRC and Health and Social care Standards as reflected below.

Articles of the UNCRC (the UN Convention on the Rights of the Child)	
Article 3	The best interests of the child must be a top priority in all decisions and actions that affect children.
Article 5	(parental guidance and a child's evolving capacities) Governments must respect the rights and responsibilities of parents and carers to provide guidance and direction to their child as they grow up, so that they fully enjoy their rights. This must be done in a way that recognises the child's increasing capacity to make their own choices.
Article 12	(respect for the views of the child) Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously.

Health and Social Care Standards: My support, my life (Health and Social Care Standards - My support, my life.)	
1.0	I experience high quality care and support that is right for me.
1.1	I am accepted and valued whatever my needs, ability, gender, age, faith, mental health status, race, background or sexual orientation.
4.11	4.11 I experience high quality care and support based on relevant evidence, guidance and best practice
1.15	My personal plan (sometimes referred to as a care plan) is right for me because it sets out how my needs will be met, as well as my wishes and choices

Statement of Purpose

Non-Attendance at Nursery

Although attendance at nursery is not compulsory, it is in the best interests of the child to have a regular pattern of attendance. There may be occasions, however, when attendance becomes irregular or may stop altogether. This may be due to difficulties in the family or because the child is finding separating from a parent difficult or for other reasons that nursery staff should be aware of. At Willowview ELC we will always take every possible step to discuss the situation with parents, carers or other agencies and to encourage and offer support to the family on returning to nursery.

“Research has shown that high quality early years provision promotes children’s development and learning and, in the longer term, enhances their educational and life chances (Sylva, 2014).” (Realising the Ambition – Being Me).

“It is about responding in a meaningful, supportive way, working with parents wherever possible. It takes into account that everyone involved with the family has an important part to play and puts the wellbeing of children and families at the heart of the support. It puts children’s rights and well-being of children with services that support them such as ELC settings, schools and the NHS.” (Realising the Ambition – Being Me).

At Willowview ELC, we will adopt the following guidance and procedures for non-attendance at nursery.

The child's place on the nursery roll should only be reviewed once all procedures have been explored. No child will be removed from the nursery roll without serious consideration of the implications for the child. There may be situations where nonattendance is unexplained or where the nursery is unable to contact a family and, in these circumstances, the following procedures will be followed.

- When there are concerns about the safety of a child then Argyll and Bute’s CP Procedures should be followed [Child Protection | Argyll and Bute Council](#), which may include taking guidance from the SW Contact Centre, Children and families social services: daytime **01546 605517** or evenings and weekends **01631 566 491** or **01631 569712**. This will be particularly pertinent for children on the CP register or where a child has attendance at nursery recorded as part of agreed interagency planning processes.
- Parents/carers should notify the nursery as early as possible on the 1st day of a child's absence and should indicate, if possible, the expected length of absence. Parents will be informed when enrolling their child of the importance of this procedure and be given the telephone number 01631 709888 and name of person to contact. They should be made aware that Absence Management Procedures will be implemented on the first day of absence.
- If the parent/carer does not inform us at Willowview ELC on the first day of a child's absence, then we will attempt to contact the parents by telephone and risk assess the situation. A senior member of nursery staff must be informed if there is a concern and relevant agencies if required. It may also be appropriate to contact emergency contacts to try and get in touch with the family. All attempts to contact the

parent/carer will be recorded. Risk Assessments should be carried out in all cases of non-contact prior to making any decisions on how best to proceed.

- If the child has not returned to nursery after 3 days, then Willowview will make a further attempt to contact them via telephone. At this stage if contact cannot be made by telephone with the parent/carer and a reason for the absence cannot be confirmed then a letter should be sent to their home. If appropriate a copy of this letter should be sent to the referring agency involved with the child.
- If a reply to this letter is not received by the 10th day of absence, then a second letter will be sent, and every attempt should be made to find out about the child and family's whereabouts. All letters will be copied to the Health Visitor and any appropriate referral agencies, where required.
- All attempts to communicate with the parent/carer will be logged.
- It is also our best practice to record children who are sent home due to illness or accident.

<p>Nappy Changing Policy</p> <p>I have read and understood this policy.</p>
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Staff Name - Print and Sign	Date Reviewed
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