

Howe Dell Day Care

Attendance and Punctuality Policy

Policy adopted in April 2025 to be reviewed May 2026

Introduction

At Howe Dell Day Care, we are dedicated to promoting excellent attendance and punctuality. In early childhood, continuity and consistency play a crucial role in supporting a child's well-being, emotional security, and overall development. We firmly believe that regular attendance is essential for children to fully engage with and benefit from the rich learning and development opportunities we provide. By encouraging strong attendance habits from a young age, we can create the foundation for lifelong learning and success.

At Howe Dell, we provide high-quality early years care and education, supporting children during the most formative stage of their development. While attendance at non-statutory early years provision is not a legal requirement, research consistently shows a strong correlation between regular attendance, punctuality, and improved outcomes in children's attainment and overall progress. Establishing positive attendance habits early on lays a vital foundation for future learning and success.

At Howe Dell Day Care, we recognise that regular attendance and punctuality are foundational to children's early learning, social development, and long-term success. Parents (The term 'parent' implies any person or body with parental responsibility such as foster parent or carer) Through open communication, supportive relationships, and consistent procedures, we aim to work in partnership with families to help every child thrive and make the most of their early education journey.

Attendance and Punctuality Policy aims to:

- ✚ Foster a culture in which good attendance is regarded as the norm and is consistently valued.
- ✚ Promote an inclusive environment where every child is supported socially and educationally.
- ✚ Ensure the consistent implementation of our attendance procedures and protocols across the setting.

The Importance of Regular Attendance

- ✚ Regular attendance and punctuality are essential for children because they:

- ✚ Help instil positive routines and habits that support future learning, independence, and responsibility.
- ✚ Promote social interaction, a sense of security, and active engagement within the setting.
- ✚ Enable children to fully access and benefit from the curriculum and rich learning opportunities.
- ✚ Minimise disruption to both the individual child's routine and the learning of their peers.
- ✚ Support the development of secure relationships and participation in group activities, which may be impacted if sessions are missed or if the child regularly arrives late.

Strategies for Promoting Attendance and Punctuality

- ✚ At Howe Dell Day Care, we adopt a proactive and supportive approach to promote regular attendance:
- ✚ We offer a welcoming environment, we are committed to creating a warm, inclusive, and nurturing atmosphere that encourages regular attendance and a sense of belonging.
- ✚ Session times and attendance procedures are clearly communicated to both staff and parents.

Parent Engagement

- ✚ During induction meetings, Key Workers explain the importance of regular attendance and timely collection.
- ✚ Ongoing conversations between parents and the Key Person take place both informally and formally, including during Parent Dialogues.
- ✚ Information about attendance expectations is available on the Day Care website.
- ✚ Individual letters may be issued if a child's attendance or punctuality becomes a cause for concern.
- ✚ Where possible parents should provide two emergency contact for their child.

Procedures for Following Up Absences: All absences are recorded accurately in the attendance register. The following procedures apply:

First Day Response: If a child is absent without prior communication, a staff member will call the parent/carer to establish the reason and discuss the child's expected return. If phone contact is unsuccessful, a text or email will be sent.

Second Day Procedure: If no contact has been made by the second day of absence, a home visit may be carried out to ensure the child's safety and well-being. If there are

ongoing concerns and contact cannot be established; the non-emergency police may be contacted to carry out a welfare check. In cases where a child is known to Social Care, any unauthorised absences will be reported to the relevant social worker or safeguarding team in line with statutory safeguarding procedures.

Communication Records: All communications with parents regarding absences are logged on our Parenta register.

Persistent Absence or Lateness: Should attendance issues persist; the Day Care Manager will invite the parent/carer to a meeting to discuss the matter and agree on an appropriate plan to improve attendance.

Hertfordshire County Council (HCC) Notification: In line with our funding agreement: Howe Dell Day Care is required to notify **Hertfordshire County Council (HCC)** if a child is absent for more than **20 consecutive days**. Please be aware that extended absences may impact your child's **funded entitlement** and could result in a reduction or withdrawal of funding.

Roles and Responsibilities:

- ✚ Accurately completing attendance registers at the beginning of each session.
- ✚ Recording and distinguishing between authorised and unauthorised absences, including illness, medical appointments, holidays, and late arrivals.
- ✚ Monitoring and collating attendance data each half term, in line with safeguarding best practices.
- ✚ Identifying and addressing patterns of poor attendance or persistent lateness.

Parents are expected to:

- ✚ Ensure their child attends regularly and arrives punctually.
- ✚ Inform the Day Care via phone or email on the first day of absence and for each subsequent day.
- ✚ Work collaboratively with staff to resolve any barriers to attendance.

The Governing Body supports attendance monitoring by:

- ✚ Reviewing termly attendance reports provided by the Day Care Manager.
- ✚ Ensuring oversight and accountability in line with the setting's policies and priorities.

