

## ATTENDANCE MONITORING

Young children should be attending nursery regularly to support their learning and development and to ensure children's wellbeing is promoted and they have access to their entitlements and opportunities.

FSN are required to keep records of attendance which are regularly monitored and audited. There is no statutory requirement to attend early year's provision, however, where children are eligible for two, three and four year-old universal and extended offer places, FSN has a duty to ensure that public funding provided through the Local Authority is being used appropriately.

### Procedure:

- Children's attendance is recorded through daily registers
- Parents/carers are requested to contact the nursery by 9.00am if their child will not be attending for any reason
- The nursery will contact parents/carers by telephone in the first instance to record the reason for absence. If contact by telephone is not successful the nursery will try in writing by email or post
- The nursery will always discuss concerns with parents/carers and aim to encourage attendance as regularly as possible. Frequent absences will be investigated and further action considered, which could include reducing hours for the next funding period
- If FSN is concerned about the welfare of a child we reserve the right to contact children's services in line with FSN's Safeguarding Policy
- If parents/carers are planning holidays during term time, the nursery should be informed in advance for attendance records. If the nursery has not received notification, a place for your child may not be guaranteed on your return
- Any fees due will remain payable during periods of absence
- FSN is required to notify the Local Authority where children in receipt of funding are absent for more than two weeks in a 38 week period. If we have not received notification, we cannot guarantee a place for your child
- **Cancellation of Sessions** If parents/carers wish to permanently cancel their regular booking (**including EYEE funded spaces**), two weeks written notice is required. The normal weekly payment of fees will be payable until the notice has been reached.