



Baby Unit for 0 - 2 year old children  
Day Nursery for 2 - 5 year old children  
Before and after School Holiday Care for 5 - 16 year old children  
Primary School Holiday Care for 5 - 16 year old children

## ATTENDANCE POLICY

At Twixus Child Care Centre we believe good attendance is essential if children are to be settled and take full advantage of the learning and development opportunities available to them. At a young age continuity and consistency are important contributors to a child's well-being and progress. We believe regular attendance at nursery can set good practice for statutory school and is essential to safeguarding.

Our aim is:

- to create a culture in which good attendance is 'normality' and valued
- to value the individual and be socially and educationally inclusive
- to be consistent in implementation of our policy and procedures

All parents are made aware of the importance of regular attendance prior to entry and of the importance of collecting children on time. Our Failure to Collect procedure outlines our practice if a child is not collected from nursery.

The school collates and monitors attendance information for all children each half term in line with safeguarding good practice.

All parents are made aware of the expectation that they inform the school using our online form found on our website <http://twixus.co.uk/reporting-absence> or by telephone on the first day of absence. Twixus will attempt to contact the parent if no reason for absence has been reported.

If a child is absent for a second day without notification the school will contact the family by telephone to find out the reason for the absence and remind the parent about the policy of reporting absence.

If after one week there has been no contact the school will send a letter to the family and will contact family services.

If after one month there has 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.

Leave of absence for family holidays guidance issued by the Local Authority is that holidays in term time should be discouraged. Parents are required to complete a leave of absence form to request holiday absence to be an authorised absence. The nature of the trip, such as an exceptional experience, or parental restrictions on leave from employment are taken into consideration. Leave of absence for longer than two weeks will only be considered an authorised absence in exceptional circumstances.

This policy reflects this Twixus Child Care's commitment to safeguarding the welfare of the children in our care and as such any failure to comply with this policy may lead to disciplinary and dismissal proceedings against the individual.