

Ladybird Montessori's Attendance Policy

1. Introduction

Regular attendance is essential for young children's development, learning, and wellbeing. This policy outlines expectations and procedures for promoting and monitoring attendance in our Early Years setting.

2. Aims of the Policy

- Promote regular and punctual attendance.
- Ensure parents/carers understand the importance of attendance in early education.
- Support families to overcome barriers to attendance.
- Monitor and respond to attendance issues effectively.

3. Attendance Expectations

- Children are expected to attend regularly and on time.
- Parents should inform the setting if their child is absent.
- A register will be taken twice daily (start of day and after lunch).

4. Reporting Absence

- Parents/carers must contact the setting on the first day of absence.
- If no contact is made, staff will attempt to reach the family.

5. Monitoring Attendance

- Attendance will be reviewed regularly.
- Patterns of concern (e.g. frequent absences or lateness) will be discussed with parents.
- Where necessary, support may be offered or a referral made to appropriate agencies.

6. Partnership with Parents

- The setting works in partnership with parents to support good attendance.
- Attendance expectations are discussed during induction and reinforced throughout the year.

7. Safeguarding and Welfare

- Poor or erratic attendance can be a safeguarding concern.
- Persistent absence may be referred to the local authority or safeguarding team, in line with child protection procedures.

8. Review of Policy

- This policy is reviewed annually or when changes in legislation or guidance occur.