

Monitoring the attendance of all children is paramount and one of the ways in which we are able to safeguard the children in our care. Similarly, there is a procedure for staff absences through which we also endeavour to safeguard the staff who work here. This can be found in the staff absence policy.

The following describe how we manage and monitor children's absences at Halesowen Day Nursery:

- Our Admissions Policy requests that parents inform us of each absence – holiday, sickness or other – verbally, by telephone or by email
- The manager regularly checks phone and email messages and reports any informed absences to teachers. They are then recorded in the diary, on the register and in the playroom diary
- Updated room numbers and registers are given to the playrooms each month so that teachers know who should be in attendance and on which days
- Registers are kept up to date on a daily basis in each playroom, recording times in and out, holidays and sickness
- We operate a Key Person system, which enables teachers to monitor the attendance of their individual key children
- Children's holiday or sickness weeks must be recorded on the child's online learning journey, to justify missing observations
- Teachers must inform a senior staff member of any unexpected absences so that a telephone call can be made to enquire about the child's well-being and return to nursery and to remind parents to inform us of future absences
- If a staff member is concerned about the frequency or pattern of absences that a particular child is displaying, they must also inform the manager of this so that we can enquire and offer any support for any issues causing the child's frequent or unusual absences
- Registers are checked monthly for any patterns in absences. These are then reported to management and necessary investigation and support is put in place
- Signposting is in place – this is in-line with our Safeguarding/Child Protection Policy and the PREVENT Duty.