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## **Attendance Policy for Kindergarten children receiving NEF**

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## **Early Education Funding Attendance Policy**

### **Statement of Intent**

Calder Valley Steiner Education wants to work with children and parents to ensure that we deliver early education to a high standard and provide planned activities in a safe and supportive environment.

### **Aims**

The Kindergarten will make every attempt to ensure that eligible children attend as many sessions as funding has been received for, bearing in mind occasional sickness or holiday absences.

The Kindergarten will monitor attendance for Early Education Funded children on a weekly basis, in line with legislative guidance for funded children. Calderdale wish to ensure that children receive a beneficial level of early education to assist them in progressing in their development, the school will therefore follow the procedure below for any cases of nonattendance or erratic attendance to ensure funding is still available for eligible children.

The teacher will record daily attendance and punctuality.

Any absence relating to COVID 19 will be documented accordingly.

### **Procedure**

If it becomes evident during weekly monitoring of attendance that a child is failing to attend all their requested early education funded sessions we will;

#### **~ Erratic / non-attendance for 2 weeks.**

Have an informal discussion with the child's parent / guardian to see if there are any problems which are preventing full attendance.

*\* note this communication on the registration sheets.*

#### **~ Erratic attendance for a further 2 weeks (4 weeks totalled).**

Request a formal parent / guardian meeting to discuss the implications of attendance levels on the child's progress and place availability.

Offer a reduction in sessions funded as a possible solution.

*\* note this communication on the registration sheets*

*\* Inform Calderdale CIS if funded sessions have been reduced.*

#### **~ Non-attendance for a further 2 weeks (4 weeks totalled).**

If no contact or resolution can be established with the parent / guardian, take this period in lieu of the 4 weeks notice period.

*\* note this decision in the child's personal file.*

*\* Complete a 'Child Leaving Form' and submit to Calderdale CIS within 5*

*working days.*

**~ Erratic attendance beyond 4 weeks.**

If no resolution can be obtained prior to this period, contact Calderdale CIS to inform them of the situation and attempts to address it.

*\* Diary / note this communication.*

*Any non-attendance due to COVID 19 will be recorded accordingly.*

**Compliance**

- All Kindergarten teachers will have full knowledge of this policy
- Calderdale Early Years team will assess compliance at audit visits
- Any issues will be discussed with the Early Years Team.
- Parents will be made aware of this policy

This policy has been written based on Local Guidance for Nursery Education Funding.