



Batford Day Care

BATFORD DAY CARE LTD ATTENDANCE POLICY

Version	1.0
Based on Model Policy	Not applicable
Review body:	Day Care Manager
Date issued:	September 2025
Review frequency:	Three Years
Target audience:	All stakeholders

Version	Date	Notes
V1.0	September 2025	New Policy

Batford Day Care is committed to:

- Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole Batford Day Care community.
- Promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs: any staff member or visitor expressing opinions contrary to fundamental British Values, including 'extremist' views, will be actively challenged.

BUILDING STRONG FOUNDATIONS FOR OUR CHILDREN

Batford Day Care, Holcroft Road, Harpenden AL5 5BQ

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Attendance Policy

1. Rationale

Batford Day Care is committed to promoting excellent levels of attendance and punctuality, enabling its children to take full advantage of the educational opportunities available to them.

2. Attendance and Punctuality

Batford Day Care is a PVI setting (private, voluntary and independent) for early years education and care. There is no legal requirement for children to attend the provision. However, there is a proven link between attendance and punctuality and children's attainment.

Regular attendance and punctuality are important because:

- Absence and lateness affect children's ability to participate in and benefit from the curriculum.
- Children who arrive late disrupt the routine of the day care and the work/progress of others.
- Poor attendance and punctuality may result in a child finding it difficult to settle, to become involved and to form social relationships.
- Regular attendance and punctuality will help to instil good habits and promotes the development of a positive attitude towards school.

3. Responsibilities

Batford Day Care

Batford Day Care is responsible for supporting the attendance of its children and for dealing with problems which may lead to non-attendance. We aim to work in partnership with parents/carers. The day care will:

- Complete attendance registers as the child arrives at day care;
- Differentiate in the registers between absence for illness or medical reasons and holidays;
- Follow up on poor attendance and punctuality – see procedures in section 4.

Parents/Carers

Parents and carers are responsible for ensuring that their children have access to early education and that their children attend regularly and punctually.

Parents should:

- Ensure their children arrives appropriately dressed and ready to learn;
- Notify Batford Day Care by telephone, email or tapestry if their child is absent, by 10am of any absence;
- Work with staff to resolve issues which may lead to non-attendance.

4. Procedures for following up absence

- All absences are recorded in the register, using the appropriate mark;
- Parents/carers are made aware of day care's policy and their responsibility to inform the day care in advance of any absence, stating the reason for the absence;

- If no reason for the absence has been received by 10am then the staff will begin to follow our absent child procedure;
- Communication from parents/carers regarding absences will be recorded on the register;
- Absences are monitored, and any issues or trends are addressed accordingly;
- If a child is persistently absent, the day care will contact parents/carers about this and, if this continues, the day care manager will invite the parents/carers in to discuss the reasons for absence.

5. Strategies for promoting regular attendance and punctuality

Staff work continuously to create an environment in which parents/carers and children feel welcome and want to be a part of the day care.

The procedures for attendance/absence are made clear to parents/carers and staff and are followed consistently.