**OSCAR CLUB’S ATTENDANCE POLICY**

Oscar Club is committed to encouraging good attendance for all children to enable them to benefit fully from their early years funded education. We believe that regular attendance is vital for establishing good habits, effective learning and for children’s personal and social development.

**AIMS**

1. For children to feel supported and valued and for them to want to attend daily.
2. For attendance to be monitored by all staff and concerns to be discussed with parents.
3. For all absences to be explained.

**RESPONSIBILITIES**

1. It is the responsibility of parents to ensure regular and punctual attendance for their children.
2. Parents are responsible for telephoning the setting on the first day on an absence.
3. Staff will discuss concerns over absences with parents.

**PRATICE**

1. Parents will be informed promptly if there are concerns over absences or persistently late arrival.
2. Where possible, appointments should be booked out of school time.
3. Where absences are frequent or lateness regular, the setting will invite the parents to a meeting. The aim of this will be to identify and resolve any difficulties which are preventing the child from attending the setting. Parents will be made aware of the importance of regular attendance.
4. All staff are aware of possible child protection issues when children are regularly absent.

Signed on behalf of the Voluntary Management Committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_