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**Alloway Early Years Centre**



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**Attendance Policy**



Updated Sept 25 – L. Miller

**Purpose**  
The purpose of this Attendance Policy is to outline the expectations and guidelines regarding attendance for children enrolled at Alloway Early Years Centre. Consistent attendance is essential to ensure children receive the full benefit of early childhood education.

**Attendance Expectations**

* Children should attend nursery regularly and arrive on time to benefit from the structured daily activities and learning opportunities.
* Regular attendance is important for social, emotional, and academic development, and frequent absences can hinder progress.
* A pattern of regular attendance needs to be established for children as this will be important throughout their education.

**Absences**

* If your child is unable to attend nursery due to illness, family emergency, or other reasons, please inform the nursery as early as possible, ideally by 9:00 AM.
* **Illness**: If your child has a contagious illness (e.g., fever, vomiting, diarrhea), please keep them at home until they are fully recovered (please refer to infection control policy).
* **Holidays**: If your child will be absent due to family vacations or planned events, please inform the nursery in advance to assist with planning.

**Late Arrivals & Early Pick-Ups**

* The EYC session runs from 9:00am-3:00pm. For families who have purchased additional hours, the EYC is open from 8:30am-4:00pm.
* Children who have not purchased additional hours should enter the EYC at 9:00am and leave by 3:00pm. If staff have any concerns around hours, they should communicate with the Depute Manager.
* The Depute Manager is responsible for maintaining a weekly rota of children who have additional hours each day.
* If your child will be late, please notify us in advance to ensure we are prepared for their arrival.
* Early pick-ups should also be arranged in advance, except for emergencies.

**Attendance Records**

* The EYC will maintain attendance records for all children.
* The nursery reserves the right to share attendance patterns with relevant authorities, should it be necessary, in cases of child welfare concerns.

**Procedure for Reporting Absences**

* Parent/carer should contact the school office by 9:00am if a child is going to be absent from the EYC.
* Please include the reason for the absence.
* In some cases, parent/carer may inform keyworker or Senior EYP of planned absence.
* School office will phone/text if parent/carer has not notified school on day 1 of absence.

**Roles and Responsibilities**

Parents are responsible for:

* Notifying the school of their child’s absence and give an approximate return date.
* Keeping contact details up to date.
* Exclusions for illness are in line with our infection control policy.

The Senior EYP is responsible for:

* Monitoring attendance
* Notifying the DHT of any child who is not attending on a regular basis or about any child who has unexplained absences which are causing concern.
* Phoning parent/carer if a child is absent for an extended period of time (more than 5 school days).

The DHT is responsible for:

* Monitoring attendance of any child with an attendance pattern that causes concern.
* Keeping GIRFEC, AYRHARE and Pastoral Notes up to date.
* DHT will discuss attendance with EYC staff during tracking meetings.

We are committed to providing a welcoming and supportive environment for all. Regular attendance and prompt communication ensure that each child’s experience at the EYC is as enriching as possible.