



Dunoon ELC

Attendance Policy

This policy was adopted at a meeting of:

Dunoon Early Learning and Childcare

On May 2025

Signed: *Rachael Bryant*

Designation: Principal Teacher

Statement of Purpose



The UN Convention on the Rights of the Child

Article 3 (best interests of the child)

Article 18 (parental responsibilities and state assistance)

Article 29 (goals of education)

Dunoon Primary School ELC acknowledges that attendance in nursery settings is not a statutory requirement, however in order for a child to have a positive and settled nursery experience, Dunoon Primary School ELC recommends regular attendance.

Consistency of Approach

Where a child is absent that day, parents/carers are requested to let the nursery know either by calling the school. If parents/carers know in advance, they can let a member of staff know. If staff have not heard from a parent/carer about the child's absence, Dunoon Primary School will contact parents/carers to find out why. This is in accordance to guidelines defined in the Children Missing Education (2013) document.

Vulnerable Children

Dunoon Primary School ELC, as a childcare organisation, has a duty of care to all children enrolled. While the majority of time children who are off from nursery have legitimate reasons for being so, Dunoon Primary School ELC will take actions to ensure that this is the case. In addition to this, as an inclusive provider, Dunoon Primary School ELC will have children who attend who are classed as vulnerable. In the case of these children, staff will follow a more extensive absence procedure. For more information about children Dunoon Primary School ELC classes as vulnerable, see the image overleaf. The list should be taken only as a guide. If for any reason staff should have concerns that the child may be considered vulnerable, at that time the vulnerable child procedure should always be followed.

Link to National Policy

1 Children missing education: statutory guidance for local authorities (2013) UK Legislation

Health and Social Care Standards:

1.2 My human rights are protected and promoted and I experience no discrimination.

3.20 I am protected from harm, neglect, abuse, bullying and exploitation by people who have a clear understanding of their responsibilities.

3.25 I am helped to feel safe and secure in my local community.

5.17 My environment is secure and safe.

Vulnerable Child:

- is on the child protection register (Notify Keeper of the Register immediately)
- is the subject of a child protection investigation
- is a Looked After Child or Accommodated Child (Notify Keeper of the Register immediately)
- has or is in the process of being referred to the Children's Panel
- has significant additional support needs
- has medical issues including mental health issues
- has a history of substance misuse personally and/or within the family
- has cultural issues
- is at the centre of a custody dispute.