



OPERATIONAL PLAN STANDARD 1 – SUITABLE PERSON

Supporting Documentation S1.1 Attendance Policy

Policy Statement:

At Kaleidoscope Nursery, we recognise the importance of regular and consistent attendance from both staff and children. Reliable attendance is essential for providing high-quality care and education to the children in our setting and ensuring the effective operation of the setting. We also acknowledge the impact that absenteeism can have on staff performance, team dynamics, and the care of the children. This policy outlines our approach to managing attendance, supporting staff well-being, and monitoring absences using tools such as the Bradford Factor.

1. Aims of the Policy

- To promote consistent attendance among staff and children, ensuring that staffing levels meet the needs of the children.
- To support staff in managing their well-being and maintaining a good work-life balance.
- To monitor and address patterns of absenteeism, using the Bradford Factor as a tool to assess the impact of short-term, frequent absences.
- To ensure that absences are recorded accurately and dealt with in a fair, consistent, and supportive manner.
- To ensure compliance with statutory requirements regarding the attendance and monitoring of children in Early Years settings.

2. Attendance Expectations for Children

Regular Attendance for Children

We expect that parents and carers will make every effort to ensure that their child attends regularly and on time, as regular attendance is crucial to a child's development and well-being. Persistent absence or frequent lateness may impact a child's ability to engage with learning and may need to be addressed with the family. Good, regular attendance at Nursery leads to good attendance habits at school and in later life.

Reporting Absences

- Parents/carers are required to inform the setting as early as possible, providing a reason for their child's absence.
- Absences due to sickness, holidays, or other reasons must be communicated in advance wherever possible.
- If a child's attendance becomes a concern (e.g., frequent absences without valid reasons), a meeting may be arranged with the parents/carers to discuss how to improve attendance.
- A same-day callback system is in operation for children who do not arrive at sessions without prior notification. Key-workers should call the parents/carers of the absent child once they are 45 minutes late for a session.



OPERATIONAL PLAN STANDARD 1 – SUITABLE PERSON

Supporting Documentation S1.1 Attendance Policy

3. Attendance Expectations for Staff

Importance of Staff Attendance

Regular attendance of staff is essential to the smooth operation of the setting and to ensure that the children receive consistent care and education. Frequent absences place additional pressure on colleagues and can disrupt the quality of service provided to the children and families.

Reporting Absences

Staff are required to inform the Nursery by 7.30am on the first day of absence, giving a clear reason for their absence. For planned absences (e.g., medical appointments), staff should provide as much notice as possible to allow for adequate staffing arrangements. Staff should email their appointment notification to the office, and wait for approval that absence for the appointment has been granted. For absences lasting more than 5 consecutive days, staff may be required to provide a fit note from a healthcare professional.

4. Monitoring Staff Absences Using the Bradford Factor

The Bradford Factor

The Bradford Factor is a tool used to calculate the impact of staff absences based on the frequency and length of time an individual is absent. The formula gives more weight to short-term, frequent absences, which can be particularly disruptive in an Early Years setting. The Bradford Factor is calculated using the following formula:

Bradford Factor Score = $S^2 \times D$

S = Number of periods of absence (instances) in the last 12 months.

D = Total number of days of absence over the same 12-month period.

For example, if a staff member is absent for 3 separate occasions ($S=3$) and a total of 6 days ($D=6$), their Bradford Factor score would be: Bradford Factor Score = $3^2 \times 6 = 54$

Using the Bradford Factor

The Bradford Factor is used as an indicator to monitor the frequency and impact of short-term absences. It helps to identify patterns of frequent, short-term absences, which may require further investigation or support.

Trigger Points: A high Bradford Factor score may prompt a conversation between the staff member and their line manager. Trigger points may vary based on the setting's approach but typically include:

- A score of **50–150**: First informal meeting to discuss any underlying issues.

OPERATIONAL PLAN STANDARD 1 – SUITABLE PERSON

Supporting Documentation S1.1 Attendance Policy

- A score of **151–300**: A formal discussion and possible action plan to support the staff member in improving attendance.
- A score of **301+**: Further investigation and formal procedures, which could include medical support, changes in working patterns, or disciplinary action if necessary.

5. Supporting Staff Well-being

Addressing the Causes of Absence

The setting recognises that frequent absences may be due to underlying health, personal, or work-related issues. In such cases, the setting will:

- Offer support through supervision meetings to explore any work-related stress, well-being concerns, or personal issues contributing to absence.
- Provide access to occupational health services or counselling where appropriate.
- Implement reasonable adjustments where necessary (e.g., flexible working hours, temporary changes to duties) to support the staff member in improving their attendance.

Return-to-Work Interviews

Following any period of absence lasting 3 days or more, staff will be required to attend a brief return-to-work interview with their line manager. This meeting will:

- Discuss the reason for the absence and ensure that the staff member is fit to return to work.
- Identify any additional support needed to prevent future absences.
- Review attendance patterns to ensure there are no ongoing concerns.

6. Attendance Record Keeping

For Children

The attendance of all children will be recorded daily, noting the time of arrival and departure. Absence records will be maintained, and any concerns regarding patterns of absence will be raised with parents/carers in a timely manner. A minimum of 2 emergency contacts will be collected, with a third taken wherever possible. Same day call back is in operation for all children and families.

For Staff

Staff attendance and absences will be recorded and monitored by the Management team. The Bradford Factor will be used to calculate absence scores for staff members with

OPERATIONAL PLAN STANDARD 1 – SUITABLE PERSON

Supporting Documentation S1.1 Attendance Policy

repeated absences. This will be regularly reviewed as part of ongoing supervision and appraisals. High scores on the Bradford Factor may result in disciplinary action, and in some cases, dismissal.

7. Managing Persistent Absence

For Children

If a child's absence becomes a concern (e.g., persistent non-attendance without a valid reason), the setting will work with parents/carers to identify any barriers to attendance and provide support where possible. Repeat non-attendance may result in a child's space being withdrawn and given to the next child on the list.

For Staff

If a staff member's Bradford Factor score reaches a trigger point, a formal meeting will be arranged to discuss their attendance. Kaleidoscope Management Team will explore whether the absences are linked to health or personal issues, offer support, and agree on an action plan if necessary. Where attendance does not improve despite support, formal disciplinary procedures may be initiated.

Cross-Reference with: S1.2 Code of Conduct S12.2 Partnership with Parents S31.1 Safeguarding Policy and Procedure S14 Staff Handbook	Date of Review: 01.11.25 Next Review Du 01.11.26 Approved by: KM
--	--