



Administration

Absence Policy

Policy statement

The best for every child	High quality care	The Curriculum	Pedagogy	Assessment	Self-regulation and executive function	Partnership with Parents
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1007446/6.7534_DfE_Development_Matters_Report_and_illustrations_web_2_.pdf						

Procedures

ABSENT CHILD POLICY

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Should your child be unable to attend our setting on their nominated day, we would ask that you give an explanation by phone or email. Children's attendance will be monitored closely.

If we do not have an explanation of absence, we will endeavour to contact you that day. If we fail to make contact within 48 hours by phone or mail, this may result in Rotherfield Pre School. (This is in accordance with the Children's Act 2004.)

This policy reflects the vision and aims of this nursery school by:

- Encouraging staff, parents/carers, and children to maximise the learning experience in order that all children reach their full potential.
- Providing clear procedures for involving parents/carers relating to the setting attendance.

PRINCIPLES

Regular and punctual attendance is of paramount importance in ensuring that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late and research has shown the negative effect of absence.

Children should be at nursery, on time, every day the setting is open, unless the reason for the absence is unavoidable. Permitting absence from pre-school or a funded 2-year-old place without a good reason must be acted upon by the setting.

Children should arrive at the setting no later than 09.15am for morning sessions for registration. Notes are recorded on the register as to the reason for the late arrival. If a child is reluctant to attend the setting, communication between parent and nursery is encouraged.

As an Early Years setting, we actively encourage parents to support us in this policy, as our absence statistics are scrutinised by Ofsted and have an impact on the overall judgement a setting is given". Parents/carers are expected to contact the setting at an early stage and to work with the staff in resolving any problems together. If difficulties cannot be sorted out in this way, the setting may refer the child to the Children Services.

It is the parents'/ carers' responsibility to contact the setting either by telephone or in writing via email whenever the child is absent.

This must be on the first day of absence by 9.30am and subsequently daily.

THE ROLE OF STAFF

The staff within each room complete a register at the beginning of each morning and afternoon session. If parents/carers have not explained the reason for absence by 930am, the room leader, key person or Office will ring the parent. If no explanation is given the Office enters this as unauthorised.

When appropriate, practitioners raise any concerns with the Manager who takes appropriate action when absences is a concern and contacts the parents/carers to discuss attendance issues.

PROCEDURES

Absence is either authorised, such as in the case of illness or of religious/cultural observance, holidays or unauthorised, when there is no reason given for such absence or when it is considered that the explanation is unjustified or unreasonable.

Monitoring of these records will take place regularly and letters and/or meetings will be sent/arranged by the setting, including a referral to the Children Services, where necessary.

If absence is a persistent problem (15% or more) a meeting will be arranged at the setting with the parent and Manager.

ARRIVAL TIMES AND LATENESS

In pre-school we are trying to get children ready for school, so it is essential for your child to attend on time. Registration is 9 am and it is necessary for children to be punctual. When children arrive late this can disturb our registration and circle time so please try to attend as it is good for the children for their routine and they miss out.

This Policy was written by	Laura Deveson
This policy was adopted by	Rotherfield Village Pre School Directors
Date	1 st November 2023
Review Date	1 st November 2024

Review Log

Review Date	Brief Details of Amendments	Amended By	Agreed By
			Rotherfield Pre-School Staff &Directors