



Attendance Policy

The United Reformed Pre-School expects all the children on roll to attend the days when the preschool is in session if they are fit and healthy enough to do so. We do all we can to encourage the children to attend and put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards the pre-school. To this end, we strive to make our pre-school a happy and rewarding experience for all the children.

Red Group

When a child moves up to the nursery class, they will be expected to attend Monday, Tuesday, Wednesday and Thursday mornings, afternoon sessions are optional.

Definitions

Absence

- An absence is classified when a child has been away from pre-school for a legitimate reason and the pre-school has received notification from a parent or guardian. For example, if a child has been unwell, the parent or guardian contacts the pre-school to explain the absence.

If a child is absent

- When a child is absent unexpectedly, the manager will record the absence in the register, and will inform the room leaders.
- Please notify the pre-school prior to the day of planned absence, e.g if a child has a medical appointment. If there is any doubt about the whereabouts of a child, the manager will take immediate action. The manager will then be in contact straight away with the parent or guardian, to check on the safety of the child.

Long-term absence

- When child/ren have an illness that means they will be away from school for over ten days, the pre-school will do all it can to help the parent and child to make their return a happier one.

Repeated absences

- The pre-school will contact the parent or guardian of any child who has continual repeated absences. If a child has a repeated number of unauthorised absences, the parents or guardians will be asked to visit the pre-school and discuss the problem.

Last Reviewed: February 2023