

Attendance Policy

Policy Statement

Chudleigh Pre-School views good attendance and punctuality as important for the development and well-being of children. Children attending Pre-school who attend regularly, and are dropped off and collected on time, will feel more secure and better equipped to engage within the environment.

Procedures

Parents' & Carer's responsibilities

- To ensure their child attends every session unless they are unwell
- To inform the Pre-school by telephone on the first day if a child is absent because of illness and again at regular intervals if the illness is prolonged
- To inform the Pre-school if their child is going to be absent and to give the reason for the absence – this can be done by telephone or text message.
- To inform us of holidays that will cause their child to miss preschool
- To bring and collect their children promptly.
- Ensure that children are brought and collected by a responsible adult, over the age of 18.
- Ensure that the Pre-school is informed every time someone different will be collecting their child and to provide a password on such occasions.

Staff responsibilities

- To ensure that registers are accurately completed with absences recorded
- Record absences in the absence folder for tracking
- To speak informally to parents/carers if poor attendance or punctuality seems to be having a significant effect upon the child's progress
- To write to parents if attendance remains low, or punctuality does not improve, after informal conversation
- To be aware that poor attendance and/or punctuality is a safeguarding issue and to respond accordingly, This may result in a referral to children's services or a police welfare check
- To withdraw the child's place in extreme circumstances – but not if this could further endanger the welfare of the child
- This policy links to the following policies: Safeguarding Children & Child Protection Policy, Late Collection & Uncollected Policies, Maintaining Safety & Security On Premises Policy