

### General Welfare Requirement: Organisation

Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.



## Record keeping

# Admissions and Attendance

### Policy statement

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair, and clearly communicated procedures.

We do not have a catchment area.

We aim to promote good attendance and punctuality in partnership with parents and carers in Early Years, ensuring that good habits are formed early, so that children are school ready.

Regular early years attendance is important for all children, as it is only through regular, consistent routines that children build up the secure attachments they need for healthy development.

Although education is not compulsory until the age of five, figures on attendance in reception classes are now published by the Department for Education. Ofsted take reception year attendance into account when a school is inspected. Regular attendance has a positive impact on all aspects of a young child's learning and development. A regular routine supports the young child to feel settled and secure.

### 7 Key features of effective practice

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](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

**We operate on a first come, first served basis. Once families have visited us and completed a registration form, they will be placed on our register or waiting list (if we do not have a space on the day requested). If a child is eligible to start (2 years old) we will only hold a**

**booked place for 1 term (as we normally have a waiting list). After this time, we cannot guarantee this place.**

At Rotherfield Village Pre-School we promote good attendance and punctuality by:

- Ensuring children attend for the expected hours
- Requiring parents to call the setting if they are going to be late or absent
- Requiring parents to report sickness
- Communicating with parents and following up on non-notification of absences as part of promoting good attendance and punctuality
- Monitoring children's attendance
- Consistently following up poor attendance and punctuality

We recognise that sometimes families may need extra support with attendance and punctuality, therefore good communication is essential between you and your key person. We will work with you to support your child's good attendance and punctuality. Where children's attendance is poor and not improving, we will talk to you about the available support from your local children's centre, for example, implementing bedtime routines, parenting classes.

### **Safeguarding**

We all have a duty to keep children safe and protect them from harm and poor attendance can be an indication of neglect and be seen as a safeguarding issue.

We monitor non attendance and if we have cause for concern then we would discuss this with the parent/ carer.

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community – this is usually through websites such as our own, Ofsted and ES County Council.
- We ensure that we provide information about our setting, where necessary obtaining translated written information, if required and when possible.
- We aim to keep a place vacant on every day, if this is financially viable, to accommodate an emergency admission such as a looked after child.
- Through policies, our web site and spoken word, we describe our setting and its practices in terms that make it clear that we welcome fathers and mothers, other relations and other carers, including childminders.
- We are fully inclusive and aim to meet all our children's individual needs that may arise from disability, cultural identity, special educational needs, social background, religion, ethnicity or from English being a newly acquired additional language or not spoken.
- We request that every child has a completed and signed registration form, giving permissions and vital information about each child.
- We are aware of the ethnic background of children joining the group and ensure that our environment and equipment are representational of social diversity.
- A list of all our policies is displayed on our parents' noticeboard (paper copies can be requested of all policies) and all policies are fully accessible on our website.
- We are in receipt of EYEE funding for eligible two, three- and four-year olds. We offer funded hours if we have space and advise parents that they can share their funded

hours between us and other early years settings, so that they can claim their full entitlement.

- We allocate each family a Key Person so that they can be of continual support to the family throughout their time with us.

Transition If you decide to move your child to another setting then please inform us so that we can take them off of our register and send on records to the next setting to ensure smooth transition.

Please Note: As we staff on a termly basis, we require 4 weeks written notice if you wish to delay your child's start date. If you do not provide us with notice, an invoice will be generated from the date you have requested, and you will be responsible for making the termly payment for the hours you have stipulated.

This Policy was reviewed by	Shereen Milledge - Manager
Adopted by	Rotherfield Village Pre-School Staff and Directors
Date	November 2022
Review Date	November 2023

#### Review Log

Review Date	Brief Details of Amendments	Amended By	Agreed By
November 2020	Amended policy name to include Attendance Added regular attendance etc to policy statement Added attendance and punctuality points Added Safeguarding Added transition information Added 4 weeks written notice	Sandra Cawsey	Rotherfield Pre-School Staff and Directors
November 2021	None required	Shereen Milledge	Rotherfield Pre-School Staff and Directors
November 2022	None required	Shereen Milledge	Rotherfield Pre-School Staff and Directors