

ST ALBAN'S PRE SCHOOL

ATTENDANCE POLICY



At St Albans Pre School we believe good attendance is essential if children are to be settled and take full advantage of the learning and development opportunities available to them. At a young age continuity and consistency are important contributors to a child's well-being and progress. We also believe regular attendance at Pre School can set good practice for school.

Our aim is:

- a) to create a culture in which good attendance is 'normality' and valued.
 - b) our parents are made aware of the importance of regular attendance prior to entry and of the importance of collecting children on time.
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- If a child is sick or cannot attend for some reason, parents /carers must call the Pre School before 9:15am (for a morning or all day session) and before 1pm (for an afternoons session).
 - If we have not heard from parents/carers by 9:30am (for a morning or all day session) and by 1:30pm (for an afternoon session) we will call the child's parents/carers to establish why the child is absent.
 - If we cannot make contact with a parent/carer we will use all the contact details and emergency contacts to try to establish why the child is absent.
 - If we are concerned about the welfare of a child we reserve the right to contact social services.
 - Fees remain payable during periods of absence, unless alternative arrangements have been agreed.
 - We must notify Cheshire East Council where children in receipt of Early Years Free Entitlement are absent for more than 2 weeks in a term.
 - Guidance issued by the Local Authority is that holidays in term time should be discouraged.
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This policy was adopted by	St Albans Pre School	<i>(name of provider)</i>
On	23 January 2026	<i>(date)</i>
Date to be reviewed	23 January 2027	<i>(date)</i>
Signed on behalf of the provider	<i>Elaine Mercer</i>	
Name of signatory	Elaine Mercer	
Role of signatory (e.g. chair, director or owner)	Head of Pre School	