

Attendance Policy

Principles

Although Pre-School education is non statutory, 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. When children arrive late it can disrupt the session, and they miss out on establishing routines.

We recommend that children should be at Pre-School, on time, every day the setting is open, unless the reason for the absence is unavoidable. The aim of this policy is solely to keep all children and parents safe.

Non-attendance

Children's attendance is monitored closely.

If a child is absent from pre-school the following procedures apply:

- If a child is sick or cannot attend for any reason Pre-School should be contacted with an explanation for the absence on the day. This should be done on the morning of the absence preferably either by telephone or on the Family app, or by e-mail.
- If we do not receive a reason for absence we will endeavour to contact the parents/carers that day.
- If a child has irregular attendance, prolonged absence or stops attending we will contact parents/carers to establish the reasons for this.
- If we are unable to make contact during a prolonged absence and are concerned about the welfare of a child we reserve the right to contact social services.

If you choose to take your child out of their regular session for any reason, we are not obliged to replace that with a different session.

The same applies to sessions missed through sickness.

In exceptional circumstances we may make allowances, but this would need to be agreed by the setting Manager.

Parents must inform us of any planned holidays during term time.

Policy reviewed on: 22nd April 2025

Reviewed by: Sandra Butler, Manager

Next Review Due: 22nd April 2026