

WHITLEY LODGE UNDER FIVES

ATTENDANCE POLICY

Statement of intent.

Our pre-school are committed to ensuring the safety, wellbeing, and consistent development of every child. Regular attendance is vital for children to fully benefit from the experiences we offer. This policy outlines the expectations and procedures surrounding child absence from the setting.

Aim

- Regular and punctual attendance is crucial for children's learning and wellbeing.
- Children should arrive on time every day the setting is open, unless absence is unavoidable.
- Unjustified or unexplained absences will be marked as unauthorised.
- Parents should not conceal absences or make excuses. Open communication is essential.
- All absences must be classified by the setting, not the parent/carer.
As an Ofsted-registered early years provider, our attendance records are scrutinised and contribute to our overall setting evaluation. Your support in maintaining strong attendance is vital.

Methods

In order to achieve this aim, we operate the following attendance policy:

REPORTING AN ABSENCE

If your child is unable to attend nursery on their scheduled day, you must notify us by 9:15am on the first day of absence. You can report absences via:

- Telephone 01912972002
- Email whitleylodgeunderfives@hotmail.co.uk

UNEXPLAINED ABSENCES

Children's attendance is monitored closely. If we do not receive an explanation for your child's absence by 9.15am, we will attempt to contact you, if we are unable to contact you we will contact all the emergency contacts we hold on record. If we are unable to reach you/them within 48 hours and still have no explanation, we may be required to notify Children's Services, in accordance with the Children Act 2004.

This procedure reflects guidance from the local authority and is in place due to past serious incidents where the absence of a child went unnoticed following a parent's illness or emergency.

The sole purpose of this policy is to protect the safety and welfare of the child and their family.

PARENTAL RESPONSIBILITIES

- Notify the pre-school of your child's absence by 9.15am on the first day of absence.
- Use telephone or email to report absence.
- Work in partnership with the pre-school to address any barriers to regular attendance.

STAFF RESPONSIBILITIES

- Complete registers at the beginning of each morning session.
- Follow up on unexplained absences by contacting the parent by 9.15am.
- Mark absences as unauthorised if no explanation is provided.
- The Manager will take appropriate action and may contact Children's Services if necessary.

TYPES OF ABSENCES

- Authorised Absences may include illness, religious observance, or holidays (agreed in advance).
- Unauthorised Absences include no explanation or unjustified reasons. Attendance records are regularly monitored.

ARRIVAL TIMES AND COLLECTIONS

To help prepare children for school and support their routine:

- Morning registration is at 9:00am

Late arrivals disrupt the class and cause children to miss out on valuable activities such as registration and circle time. Please ensure your child arrives promptly for the start of their session.