



Attendance Policy

Statement of intent

The Pre-School views good attendance and punctuality as vitally important for the learning and well-being of children.

Children who attend Pre-School regularly, arrive and are collected on time feel more secure and better able to engage with the learning environment.

Roles and Responsibilities

Parents and Carers

To inform the Pre-School by telephone or email on the first day that their child is absent due to illness. It is expected that the Parent/Carer will contact the setting 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 this absence – via telephone, letter or email.

To drop off and collect their children promptly – remembering that it can be distressing for children to be the remaining child in the setting.

Ensure that their child is collected by a responsible 18+ year old. That is familiar to the Child. If the carer is under 18 years old then a declaration must be signed by the parent stating their competency and releasing the Preschool of responsibility upon collection.

Ensure that they bring their child into the Pre-School entrance, also ensuring that a member of staff is aware of their arrival.

Pre-School Manager

To monitor attendance and punctuality frequently.

To speak informally to parents/carers if a child's attendance is low, or if poor punctuality seems to be having a significant effect upon the child's learning and development.

To write to, or email, parents/carers if attendance remains low, or punctuality does not improve, after informal conversation.

To ensure strategies for encouraging good attendance are implemented.

Responsibility of Key Persons

To monitor the attendance and punctuality of their Key Children.

To inform the Manager if they have any concerns regarding a child's attendance or punctuality.

To be aware that poor attendance and/or punctuality could be a safeguarding issue, and to respond in accordance with the setting's Safeguarding Children policy.

To ensure that registers are accurately completed with times marked in when the child arrives and when they leave.

To provide positive messages to parents/carers about the importance of punctuality and good attendance.

This policy links to the following Pre-School policies; Safeguarding Children, The Non-Collection of Children, and Admissions.

Policy Declarations

Agreed by Chair of Committee

Date:

Print Name:

Signature

Agreed by Setting Manager

Date:

Print Name:

Signature

Frequency of review: 6 monthly Annually Two Yearly

Staff Declarations

I declare that I have read and understood the above named policy. I will endeavour to uphold the principles and ethos of this policy, and follow the procedures as described.

Staff Members Name	Signature	Date