

HARPOLE PRE-SCHOOL

Esta

"Kind Hands, Kind Hearts, Fun Learning"

7.11 Attendance & Absence Policy

Policy statement

Harpole Pre-school believes good attendance plays a fundamental role in supporting childrens educational achievement, well-being and in keeping children safer. Establishing regular routines for young children supports the settling in process and enhances their sense of security and belonging. Establishing regular routines for young children supports the settling in process and enhances their sense of security and belonging. When a child has a part-time place regular attendance is especially important. Attending preschool helps children establish routines and good time keeping which can help them make a smooth and positive transition to primary school.

This policy outlines the procedures to promote and monitor attendance and those that will be followed if a child is absent from the setting. We wish to create a culture where good attendance and punctuality is valued by all and so will work with parents to work together to remove barriers to attendance. We recognise that sometime families may need extra support with attendance therefore effective communication is essential between parents and the key person.

Procedures

To promote good attendance we will

1. Share our attendance expectations with parents prior to admission including conveying clearly to parents that regular attendance and punctuality is expected, is in the childs best interest and that unexplained absence will be investigated.
2. Keep records of attendance to enable monitoring and evaluation so that emerging patterns are addressed.
3. Foster a positive attitude to good attendance by quickly responding to childrens absence whilst recognising and celebrating good and improving attendance.
4. Target attendance where there has been an issue and aim to set in place strategies and techniques to support improvement.

Whilst attendance is not statutory authorised absence will be granted in the following circumstances where parents inform preschool on the first day of absence or prior to the first date of absence up to a maximum of 30 absence in a rolling 12 month period.

1. Illness of the child
2. Illness of siblings or parents
3. Bereavement
4. Health appointments
5. Holidays

6. Religious observance
7. Emergency or exceptional circumstances

Early Education and Childcare Funding will only be paid for absences up to 10 consecutive dasy (2 weeks if part time) and a maximum of 30 days in a childs funded year. For absences over the maximum allowed parent/carers will be liable for charges at the current hourly rate.

Monitoring attendance

Records of childrens attendance are accurately kept and regularly monitored to ensure that we can identify any potential problems and look for parents. All managers and staff are alert to signs that children and learners who are missing might be at risk of abuse or neglect and appropriate action is taken when children stop attending. While we are aware that attendance is not statutory we recognise that non attendance could be an indicator of other concerns. All managers and staff are particulary aware of the need to monitor groups such as those who are considered to be vulnerable learners.

Procedures to record, monitor and follow up non-attendance

Registers are taken promptly at the start of the session to record attendance or non-attendance.

Non attendance:

- If a child is absent and we are informed of their reason for absence this will be recorded on the register.
- If a child is absent without an explanation a telephone call will be made to the main carer to establish the reason for the absence.
- If no contact is made then we will follow this process:
    - Contact the second main carer
    - Contact the first emergency carer
    - Contact the secondary emergency carer
- If contact cannot be made by telephone a home visit may be carried out.
- If there continues to be no contact and there is cause for concern the health visiting service and or the Children and Family service will be contacted to ascertain if family support may be needed.
- In more urgent cases the police may be contacted to carry out a welfare check.

Drop off and pick up times

Parents are encouraged to drop children off within 15 minutes of the start of their session and collect within 15 minutes before the session end time. Any child regularly dropped off later or collected early is at risk of WNC classing this as non attendance and reclaiming the funded time that the child misses in preschool. In the event of this happening these costs will be passed onto the parents at the current hourly rate.

This policy was adopted by	Harpole Pre-school	*(name of provider)*
On		*(date)*
Date to be reviewed		*(date)*
Signed on behalf of the provider		
Name of signatory		

Role of signatory (e.g. chair, director or owner)	