



4.3 Child Attendance Policy

Statement

We believe regular attendance is a contributor to a child's welfare and learning. Regular attendance will give the child a sense of belonging and aid the positive relationships with the adults caring for them; it will allow practitioners to plan challenging yet achievable, enjoyable experiences based on the individual needs, interests and development of the child. Attendance will be monitored and non-attendance may result in a child's place being withdrawn.

Procedures

- Children are expected to attend Woodlands Preschool for each of their registered sessions.
- Parents are required to bring/collect their children on time. Arrival times for sessions are 8am, 9am and 12:00pm. Registers are taken as children are entering the setting.
- Collection times for sessions are 12pm, 3pm, 3.30pm and close of business.
- Late collection will result in a fee being imposed; £2.50 for every 5 minutes of lateness.
- Absences will be recorded in the register and absent book, as will arrival/departure times.
- We must be notified of sickness and the reasons for it.
- Notification of sickness must be made for each day the child is absent.
- Absence as a result of holiday will be noted in our absent book.
- Registers are checked weekly, If a pattern of irregular attendance/nonattendance is highlighted, discussions will be held to ascertain any known reasons for absence.
- The Child's parents will be contacted after 2 days if you haven't heard from the parents explaining the reason for the child's absence.
- If we are unable to speak to the parent/carer, we will try other modes of communication such as, email, EYlog and text message. Failing this, we will make a note of the child's next expected session.
- If on the child's next expected session, they do not attend and we still haven't received notification of absence a further phone call will be made and the absence logged.
- The settings Designated Safeguarding Lead (DSL) will be informed.
- If the pattern of non-attendance continues, a letter will be hand delivered to the parents/carers at the home address kept on file. It will inform them of our concerns over attendance and the possible withdrawal of their child's place.
- We will continue our attempts to make contact with the parents/carers.
- Following receipt of the letter, if contact still hasn't been made by the parents/carers and the child continues to be absent the settings DSL will refer the matter to MASH.

- We will endeavour to support the family.
- If there are no child protection concerns, and after the above avenues have been explored, the child will be removed from the preschool register and the local authority informed if funding is applicable for the child.

Long term illness

- Absence as a result of long term illness will be reviewed on an individual basis.
- Children with prolonged absence (due to illness), may need re-settling as per our 'Role of the key person and settling in' policy. Extended leave of absence
- Occasionally families have to make extended visits overseas; we should be informed of any long term absence and be informed of the expected date of return.
- We will hold places open for a maximum of 4 weeks as long as funding/payment is made to cover the absence; after this we cannot guarantee the Childs place will still be available. In such circumstances the parents will need to re-apply.