



Policy statement

If your child should be unable to attend our setting on their nominated day we would ask that you call us to give an explanation by phone, or email of the reason for absence.

If we do not have an explanation of absence we will endeavour to contact you that day, followed by all other contacts you have provided to us. If we fail to make contact or get a reasonable explanation for absence within 7 days by phone or email we will contact Children's Services. We understand that there is no obligation to attend pre-school at this age, but we also have a responsibility for safeguarding children.

This policy reflects the vision and aims of this pre-school by:

- Encouraging staff, parents/carers and children to maximise the learning experience in order that all children reach their full potential.
- Providing clear procedures for involving parents/carers relating to pre-school attendance.

We inform parents/carers of our procedures so that, if they receive a phone call or one of their listed contacts does, then they know our reasons for calling.

Procedures

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.

Children should be at pre-school, on time for their allotted sessions, unless a reason for the absence has been given. Children should arrive at pre-school for 08:45am for morning sessions or 12.30pm for afternoon sessions.

Any arrival after the register has been taken will be marked in the register by the supervisor of the session (or the office person if the supervisor is busy elsewhere in the pre-school) with the time of arrival.

If the child is reluctant to attend the setting, communication between parent and pre-school is encouraged so that issues can be discussed, and a solution can be found. Parents/carers are expected to contact the setting at an early stage and to work with the staff in resolving any problems together

It is the parents'/ carers' responsibility to contact the pre-school either by telephone or in writing whenever the child is absent. This must be on the first day of absence by 9.30, and subsequently if the illness exceeds 5 days. Any child not present who we have not been given prior notice for their absence will be contacted by the session supervisor to ascertain their reason for absence. If the parents cannot be contacted, we will work through the contacts list in order. Once the reason for absence is given this will be written on the register by the supervisor.

If absence is a persistent problem (20% or more) a meeting will be arranged at the setting with the parents, child's key person and the Manager.

Signed Manager

Date

1.3 Keeping Safe	2.2 Parents as Partners	3.4 The Wider Context	
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