

## **Attendance Policy**

### **Statement of intent**

Playhouse Preschool views good attendance and punctuality as vitally important for the learning and well-being of children. Children who attend the preschool regularly, arrive and are collected on time are more secure and better able to engage with the learning environment.

Our setting also has a duty to provide a healthy and safe environment for the children in our care. We aim to operate a consistent yet sensitive approach to the exclusion of sick children from the setting. Members of staff ensure that children receive the care and attention they need if they become ill, until they can be collected.

### **Parents and carers roles and responsibilities**

- To ensure their child attends every session unless they are unwell.
- To inform Playhouse by 9am if their child is going to be absent and to give the reason for the absence - this can be done via email, text, call or Eylog message
- Informing the Pre-School is expected every day of the absence by 9am, unless there is an expected period of isolation/recovery.
- To inform Playhouse of holidays being taken during term time.
- To drop off and collect children promptly.
- Ensure that children are brought and collected by a responsible adult, over the age of 16.
- Ensure that Playhouse is informed every time someone different will be collecting their child and that person has a password.
- To ensure there are more than two emergency contacts listed for their child.
- Fees for missed sessions are still applicable and no replacement/alternate sessions are provided.

### **Playhouse Preschool roles and responsibilities**

- To be aware that poor attendance and/or punctuality could be a safeguarding issue and to respond in accordance with the Preschool's Safeguarding Policy & Procedures.
- To provide positive messages to parents/carers about the importance of punctuality and good attendance.
- Staff to inform the Management team if they have concerns about a child's attendance or punctuality.
- To ensure that registers are accurately completed on the Eylog app, recording a child's absence and the reason if known
- Children's attendance is monitored through daily registers.
- If a child attends irregularly or if there is a pattern to the absences the key person informs The Management Team who may organise a parent meeting to offer support.
- Late arrivals or early collections can cause disruption to the setting and should be communicated to the Pre-School Manager. Fines can be issued to families who regularly collect their children late as stated in our late collection policy.
- Absence is also monitored for the health and well-being of children, for example so that we are aware of outbreaks of illness which need to be investigated, or to warn parents of infections such as chicken pox.
- Monitoring attendance and use of government funded hours may be passed on at the local authority's request.

### **Unexplained absence**

In the event of an unexplained absence, the following steps will be taken:

*Step 1* - On the first day of absence, the preschool will call the parent/carers of all children whose absence is unexplained. If no response after 2 attempts, we will move to step 2.

*Step 2* - If no response from the parent/carer after 2 attempts, we will contact the emergency contacts. If there is no response from the emergency contacts, we will move to step 3.

*Step 3* - At the discretion of the Designated Safeguarding Lead, if no contact has been made between day 1 and 3 of no contact, we will follow up with a welfare check to the family home. Two members of staff will attend the welfare check, at least one of these members of staff will be a Designated Safeguarding Lead. If the welfare check is unsuccessful the DSL will take further steps including contacting the Local Authority or Police

### **Safeguarding**

It is important that our records of children's attendance are accurately kept and regularly monitored to ensure that we can identify any potential problems and look for patterns. All staff are alert to signs that children who are missing might be at risk of abuse or neglect, and appropriate action is taken when children and learners stop attending. We are aware that attendance is not statutory, but that non-attendance could be an indicator of other concerns. We are particularly aware of the need to monitor groups such as children who are in receipt of two year old funding, and those for whom we receive Early Years Pupil Premium, as these groups are considered to be vulnerable learners.

### **Procedures for when a child becomes ill**

- If a child shows signs or symptoms of being unwell, a senior member of staff must be informed and the parents/ guardian contacted immediately.
- The sick child will be cared for and made comfortable by a first aider, whenever possible this will be the child's keyperson, until they can be collected.
- The risk of cross infection would be minimised by keeping the other children engaged in activities away from the sick child.
- If it is decided that emergency treatment is needed for a sick child before the parents/guardian have arrived at the setting, a senior member of staff would take appropriate action.

### **Exclusion**

As part of our strategy for infection control and prevention we have the right to exclude a child who is ill or infectious from the setting, in accordance with the Guidance on Infection Controls in Schools and other Child Care Settings from the Health Protection Agency. In the case of diarrhoea and vomiting, exclusion lasts 48 hours from last episode.

This policy was agreed by the staff of Playhouse Pre-School Broadwater.

Adopted on 6<sup>th</sup> November 2015 and will be reviewed annually.

Reviewed on 6<sup>th</sup> November 2025 by Z. Munford