



Attendance Policy

Statement of intent

As an effective Pre-School, we convey our positive regard for regular attendance to parents, pupils and staff. We believe that regular attendance is vital for effective teaching and learning and to support the child's transition to full time school. Parents are made aware of the need for regular and punctual attendance through the Pre-School induction and handbook which all parents are given when their child starts at the school.

EYFS Key Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Developing
1.2 Inclusive practice 1.4 Health and wellbeing	2.1 respecting each other 2.2 Parents as partners 2.4 Key Person	3.4 The wider environment	

Principles

- The Pre-School makes all pupils feel valued and promotes positive attitudes to those children returning to the setting after absence.
- Management Team along with the key worker monitor attendance each term and may contact any family whose child is causing concern, regarding punctuality or regular attendance. A meeting may be suggested with a view to the Pre-School and family working together to resolve the situation. Details of all such correspondence and subsequent meetings are kept on file in the main office.

Procedure

If a child is absent, parents are advised that they must call the Pre-School on the first day of an absence before 9am if possible stating a reason. A call to the Pre-School is expected every day of the absence unless there is an expected period of isolation/recovery.

If contact, explaining the child's absence, fails to be made by our parents or carers, then the Pre-School contacts the home by telephone/text on the first day. The Management Team will keep a record of this contact.

If there has been no telephone contact with a family during a period of absence, we ask for an explanation on the day the child returns to preschool.

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After 10 days of unexplained absence the child's place at the Pre-School may be forfeited. Should the parent wish the child to be re-admitted the child will be placed on the waiting list.

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.

Safeguarding

Any concerns relating to attendance will be reported to the designated person in order to liaise with the Family Centre and or the Health Team. The designated person may at any point refer the concern to Children's, Schools and Families if additional evidence of concerns have been reported.

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

Adopted on 6th November 2015 and will be reviewed annually.

Reviewed on 7th July 2023 by Z. Munford