

ATTENDANCE POLICY

POLICY STATEMENT

At St. Eval Preschool, we believe that good attendance is important so that children are given the opportunity to access high quality early years education and support for their learning and development. Although we recognise that attending preschool is non-statutory, we also recognise the value of working together with parents and carers to establish good routines and positive patterns of attendance, that will help children throughout their education and adult life. The children are exposed to rich learning experiences and regular attendance enables children to feel settled and happy, they become confident learners who make good progress during their preschool journey.

Regular attendance:

- Opportunities for personal, social and emotional development: making friends and building self-confidence and self-awareness
- Develop skills and learn through play: Communication & language, Maths, Understanding the world, literacy and physical development
- Create good habits for future school attendance and punctuality
- Children develop security from regular attendance and respond well to routine.

Attendance is monitored regularly to ensure that we can identify any problems and look for patterns of absence. Staff are aware that children who are absent for long periods, may be at risk of abuse or neglect. Appropriate action will be taken when children stop attending.

Procedures

- Parents are expected to bring their child to Preschool, on time, for their allocated session, unless there is a reason for absence.
- Children's attendance is monitored through daily registers. All absences and reasons given are recorded for each session.
- Parents are asked to inform us if their child will be absent before their session; via email, Tapestry or phone 01841 540076
- If we are not notified of the child's absence, we will contact the parent to establish the reason for absence.
- Preschool should be notified of holidays & appointments taken during term-time, two weeks prior, to avoid charges.
- Four weeks' notice is required before reducing sessions or withdrawing your child from Preschool.
- Fees remain payable during absence, unless alternative arrangements have been agreed or required notice has been adhered to.
- We must notify Cornwall County Council where children in receipt of Early years free entitlement funding, have been absent for two weeks or more.

The Manager and Deputy Manager are responsible for monitoring absence and following up any concerns raised by the team. We log absences on the daily signing-in log and on the absence record, located in the office. Frequent absences will be investigated, and further action or monitoring will be considered. If these concerns persist and a child is regularly absent, the Management team will meet

with the parents / carers to explore reasons for absence and work together on an individualised support plan to improve attendance.

Parents / carers will be informed of the importance of regular attendance in relation to progress and developing positive behaviours for school and future life-skills. Management will listen and be proactive in its support of parents / carers to try to identify barriers to attendance and resolve any issues. This may include offering Early Help to support the family, involving other agencies, or offering alternative days or sessions to ensure their child's attendance improves.

Lateness

It is important to be on time for drop-off and collection; being late can cause children to become unsettled or upset. Lateness can also cause disruption to the routine and other children.

If a parent is regularly late when dropping off or collecting their child, a member of Management will plan a meeting to discuss a plan to prevent the pattern, continuing.

Parents are asked to notify Preschool if they are going to be late.

Late charges apply for pick-up times. Please see our 'Fee Paying' Policy for more information.

Illness

If children are absent from Preschool due to illness, they need to stay at home until they are well enough to attend again. Parents are asked to notify Preschool of illness via email, Tapestry or phone, 01841 540076. The reason for absence will be logged onto our Absence record.

Children with sickness and diarrhoea should stay away from preschool until at least 48 hours after their last bout. Parents must follow advice from the NHS / Public Health when there is a prevalence of an infectious disease.

