

**Attendance policy**

**Statement of Intent**

Brislington Village Preschool views good attendance and punctuality as vitally important for the learning and the well-being of the children.

Children who attend the setting regularly and arrive and are collected on time are more secure and better able to engage with the learning environment.

**Aims**

Our aim is to create an environment where good attendance is the normality and valued.

Positive relationships with the children and their families is key to achieving this and to provide support to everyone to establish routines which will continue throughout the child’s education.

**Methods**

***Parents & Carers***

* To ensure their child attends every session unless they are unwell or are on holiday.
* To try to avoid making appointments for their child that occurs during preschool time where practicable.
* To inform the preschool by telephone on the first day if a child is absent because of illness and again at regular intervals if the illness is prolonged.
* To inform the preschool if their child is going to be absent and to give the reason for the absence - this can be done by email, in person, telephone or text.
* To report to a member of staff to advise of holidays during term time.
* To bring and collect their children promptly - please remember it is very distressing for children to be left until last.
* Ensure that children are brought and collected by a responsible adult, over the age of 16.
* Ensure that the preschool is informed every time someone different will be collecting their child and that the person knows the child’s collection password.
* Bring children to the door of the preschool setting and ensure a member of staff is aware of their arrival.
* Fees for missed sessions are still applicable and replacement or alternate sessions are only provided if there is a space.

***Staff/Key workers***

* To ensure parents/carers understand the importance of punctuality and attendance.
* To monitor attendance and punctuality on a session basis.
* To inform Children’s Social Care if poor attendance or punctuality indicates that the child’s welfare could be in jeopardy.
* To ensure strategies for encouraging good attendance are implemented.
* To inform the Manager if they have concerns about a child’s attendance or punctuality.
* To be aware that poor attendance and/or punctuality could be a safeguarding issue.
* If there is no satisfactory explanation for the absence, the manager enters this as an unknown absence on the setting records. If the manager is unable to contact the

parents/carers within 48 hours and if there is no satisfactory explanation for the absence from emergency contacts, the manager will contact Families in Focus/First Response for advice and may also contact the police. If it is known that the family is experiencing challenges or if the child has SEND the setting may act more swiftly than the 48 hours detailed above. Records will be kept of contact and attempted contact with parents/carers and/or emergency contacts and other agencies.

* Monitoring of absence records will take place regularly and the manager will contact parents/carers regarding absence either in writing or in person, as appropriate (this may include a referral to other agencies (e.g. social worker, Families in Focus, health visitor etc.).
* To ensure that registers are accurately completed with late marks and reason codes for every absence.
* To mark a child as being late if they arrive 20 minutes after the session has started.
* To provide positive messages to parents/carers about the importance of punctuality and good attendance.

This policy was adopted at a meeting on 11th November 2019

Reviewed September 2021

This policy should be read in conjunction with our-:

Fee paying policy

Safeguarding Children policy

Although under constant review, an overall review date has been set for **September 2022**