



ATTENDANCE POLICY

Last Reviewed:
Sept 2024

Next Review Date:
Sept 2025

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 the setting attendance.

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 managers and staff are alert to signs that children and learners 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;

- Children's attendance is monitored through daily registers on our Family App. All absences and reasons given for them are recorded and monitored half termly and saved on our shared drive under CIF and printed and saved in our staff cupboard in our CIF file .
- Parents are asked to inform us in person, by phone or via the Family app, if their child will not be attending for any reason, as soon as possible. If we are not contacted, we will contact the parent/carer between 10am and midday on that day. If we do not hear from the parent/carer we will contact the emergency numbers that we have been provided with. In the unlikely event that the staff have been unable to contact either the parents or their emergency contacts within 48 hours we will then investigate further by contacting outside agencies and/or MASH.
- All absences will be recorded, and frequent absences (75% attendance or less) will be investigated and further action or monitoring considered. We will always discuss our concerns with parents and endeavour to enable children to attend as regularly as possible.
- 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 German measles.
- Monitoring attendance and use of government funded hours may be passed on at the local authority's request.
- If a child is missing from Pre-School on several occasions or stops attending the setting with no explanation, staff are alert to the possibility of risk of abuse or neglect, and the DSL will investigate and liaise with outside agencies.



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ARRIVAL TIMES AND LATENESS

Arrival Times

In pre-school we are trying to get children settled and ready for their day, so it is essential for your child to attend on time. Drop off is between 9:00am and 9:15 am to allow for siblings to be dropped at a different location(s). It is necessary for all children to be as punctual as possible. Our doors will be locked at 9:15am so all staff can be present in our Acorns room and our morning pre-school session can commence. Our circle time starts at 9:30 and it can be very unsettling for your child when they arrive during or after this.

If you require an early drop off this can be arranged on a first come first served basis via our clubs@harpsdenpreschool.co.uk

Late Collection

It is imperative that parents/carers are not late to collect their child. The staff need to pack away, tidy and clean the room. If you are late to collect your child this takes a member of staff away from tidying up and can delay all staff members from leaving on time. Staff leave the premises at 3:15pm. If you know you will be a few minutes late you must call the pre-school so we can make arrangements for someone to stay with your child until you arrive or you must arrange for another trusted adult to collect your child.

If you require the use of our After School Club please contact clubs@harpsdenpreschool.co.uk.

LATE COLLECTION FEES

Please refer to our Admissions, Waiting List and Surcharges Policy for details of late collections fees.

Also please refer to our uncollected child policy.

Signed By Chair of Harpsden Woodland Pre-School:

Dated:

21st September 2024

Manager of Harpsden Woodland Pre-School:

Dated:

21st September 2024