

Attendance Policy

At an early age, continuity and consistency are important contributors to a child's well-being and progress. We believe good attendance is essential for children to take full advantage of the learning and development opportunities available to them in their early years.

Our aim is to promote good attendance and set good habits in preparation for school through:

- Creating a culture where good attendance is valued and normalised.
- Valuing the individual child and their family.
- Being socially and educationally inclusive.

Rationale

Through regular attendance, children build up the secure attachments they need for healthy development. A regular routine supports young children to feel settled and secure. Unsettled children have higher stress levels which in turn prevent them from being able to benefit fully from the learning opportunities available

Studies show that children who regularly attend Preschool and Early Years settings have better early academic attainment and social-emotional well-being than those who do not attend.

Children with good early years attendance also perform better than their peers at the end of Reception. This means that a lack of attendance could affect your child's learning and development. Therefore, regular, and punctual attendance is paramount so that all children have full access to the Early Years Foundation Stage Curriculum

Procedure

- Children should be at preschool on time for the days and hours they attend unless the reason for their absence is unavoidable. Parents are expected to inform the setting of an absence via Class DoJo before 9.00am.
- If a child is absent without an explanation, a member of staff will contact parents to find out the reason for the absence by 9.30am.
- Absences, planned and unexpected, will be logged in our Absence Folder. This enables us to look for any patterns in attendance and put support in place if required.
- Family circumstances will be considered when looking at the frequency and duration of absences e.g. ongoing illness of the child and/or parent.

- If we do not hear back with an explanation of absence, we will use our judgement of the child's circumstances and may contact the emergency contacts provided on the child's registration form.
- We have a duty to keep children safe and protect them from harm. Poor attendance can be seen as a safeguarding issue. If we have concerns about the duration or frequency of absence we will implement our safeguarding procedures. This could include referring to Social Services via The Front Door and/or the Police for a welfare check.
- It is the responsibility of the Manager to follow up absences and decide whether the absence (frequency or duration) is a cause for concern or further action.
- In the Manager's absence, the Deputy Manager is responsible.

We recognise that sometimes families may need extra support with attendance, therefore effective communication is essential between parents and preschool. We will work with you to support your child's good attendance and punctuality where we can. Where children's attendance is not improving we will talk to you about the available support, for example, implementing bedtime routines, supporting you with healthy eating, referrals to Early Help or other support agencies.