



Selsdon Park Pre-School

Attendance Policy

At Selsdon Park Pre-School, we believe that good attendance is very important for children to become settled and to fully benefit from the care and education we provide. Consistent attendance is key for children to learn and develop and is also good practice for when they attend Primary School.

Selsdon Park Pre-School monitors and records all children's attendance in line with our safeguarding policies and procedures. Good attendance and time keeping is essential for children's development and wellbeing and the staff at Selsdon Park Pre-School aim to promote this in partnership with parents and carers.

The following procedures have been created to ensure children are safeguarded in line with the settings safeguarding policies and procedures.

Procedures

- Parents and carers are requested to inform the Pre-School by telephone in the morning, if their child/ren are going to be absent from the Pre-School that day.
- They are requested to inform a member of staff the reason for their absence, how long they are expected to be absent for and when they are expected to return.
- If the parents/carers are unsure of how long the child/ren will be absent for, they are requested to keep the Pre-School up to date on the child's condition or situation.
- If a child is absent from the Pre-School and the parents/carers have not contacted the Pre-School, a member of staff or the Manager will attempt to telephone the parents/carers to gain a reason for their absence, and when they are expected to return.
- If the child is going on holiday, parents/carers are requested to complete a Holiday Form which can be obtained from a member of staff.
- Parents/carers are requested to complete the Holiday Form and include the child's expected date of return. If the child fails to return ONE working day after this date, a member of staff will attempt to contact the parents/carers. If after two attempts a member of staff cannot make contact with the parents/carers, the emergency contacts will be contacted. If this also fails, the Manager has the right to seek advice from the Local Children's Safeguarding Board, or the NSPCC in line with the settings safeguarding policies and procedures.

- Parents/carers are expected to drop off and collect children on time. Please see late collection policy for more information regarding this.
- If a child is absent for longer than two weeks and there has been failure to make contact with the parents/carers, the child's place will be offered to another child on the waiting list and advice may be taken from the Local Children's Safeguarding Board or the NSPCC, especially if there is cause for concern.
- If a child displays low or inconsistent attendance, the Manager will contact the parents/carers to discuss the reasons why and possibly put an action plan in place to help improve the child's attendance.

Date written 5-9-16

Due for review 5-9-17