

# SAFEGUARDING & WELFARE REQUIREMENT: INFORMATION & RECORDS

## 10.2 Attendance



### Policy Statement

It is our aim at St John's Playtime Pre-school to give every child the best start in education. It is our belief that children learn best by consistent care and attendance plays an important part in this. We aim to encourage children to attend regularly and punctually in order to have a balanced and enriching experience. We believe that good attendance sets good boundaries for the future.

### Procedures

#### *Attendance registers*

- Once parents have selected which pattern of attendance they would like for their children and informed the pre-school of this, they have expressed a commitment for their child to attend these hours.
- We keep attendance registers for all children and pass these records on to future settings.
- By keeping accurate attendance records, our staff are able to identify any absence patterns which may be a cause for concern.

#### *Authorised Absences*

We understand that there may be occasions such as planned family **holidays** or medical appointments where children may not attend their regular hours. In this instance, we would ask:

- That the explanation for the absence and the duration is put in writing or by emailing and that we are given as much notice as possible.

In addition, occasionally children may be too ill to attend pre-school. On these occasions we ask parents to:

- Contact the pre-school by telephone before the hours their child is due to attend so the absence can be registered as authorised.
- If this is not possible, we ask parents to contact the pre-school via text message or email.
- Parents are asked not to pass messages through other parents or members of staff.
- The pre-school must be notified of absences and the reason for the absence on the first day of the absence and then updated regularly throughout the absence.

### *Unauthorised Absences*

- In cases of prolonged, unexplained absence, the pre-school reserves the right to give the place to another child after 3 weeks, without notifying the child's parents.
- A letter to parents will be sent as record that this has taken place.
- If a child's attendance is below 80% in any term, parents will be contacted and if no reasonable explanation is given, the pre-school reserve the right to withdraw the space.
- If a child is receiving early years funding, all attendance may be checked by the Suffolk County Council and parents may be charged for absences if they are unauthorised or deemed to be an unacceptable reason for absence.
- If a child is a Looked After Child, subject to a Child Protection Plan or a Child in Need then the social worker must be informed of any unexplained absence.
- If we have any concerns about the safety or wellbeing of children we will follow the safeguarding procedures outlined in our Safeguarding Children, Young People & Vulnerable Adults Policy (1.2).

**This policy was adopted at a meeting held by St John's Playtime Pre-school committee on 17<sup>th</sup> June 2009.**

**This policy was reviewed & updated on:     March 2020**

**This policy will be reviewed again on:     March 2021**

**Signed on behalf of the Management committee and provider:**

**Name of Signatory:             Sean Jeffries**



**Role of Signatory:             Committee Chairperson**