

Safeguarding and Welfare Requirement: Attendance

Settings are required to keep a daily record of the names of the children being cared for on the premises and their hours of attendance. Good attendance promotes good outcomes for children.

1.8 Attendance Policy

At Paddocks Pre-school we believe good attendance is essential if children are to be settled and take full advantage of the learning and development opportunities available to them. At a young age continuity and consistency are important contributors to a child's wellbeing and progress. Also we believe regular attendance at preschool can set good practice for statutory school.

Aims

- To create a culture in which good attendance is 'normality' and valued.
- To value the individual and be socially and educationally inclusive.
- To be consistent in implementation of our policy and procedures.

Policy

All parents are made aware of the importance of regular attendance prior to entry and of the importance of being prompt when bringing their child to preschool and collecting them at the end of the session. Our 'Uncollected Child' Policy (1.4) outlines our practice if a child is not collected from preschool.

It is acknowledged that children often suffer from childhood illnesses and may be unable to attend. It is the parents/carers responsibility to inform the preschool if their child is unable to attend due to illness/sickness. We also ask parents/carers to tell us of any planned holidays or absences in advance.

Procedure

Attendance is recorded daily in the registers.

All parents/carers must inform us by telephone or email on the first day of absence with the reason for the absence. If a child is absent without notification, we will contact the family by telephone to find out the reason for the absence.

Created – Dec 2018

Reviewed – Nov 2020

If children go missing with no reasons for absence, or are missing from the setting on repeated occasions, we will share our concerns with the local authority where the child lives.

If the child is known to Children’s Social Care they will be informed of the unauthorised absence.

Attendance information on all children is logged, collated and monitored in line with safeguarding good practice. Parents/carers of children whose attendance is inconsistent and generally poor will be contacted by the Manager to ascertain reasons for this and seek to remedy the situation if appropriate or refer to other agencies.

Further guidance

- [The Statutory Framework for the Early Year Foundation Stage \(2017\)](#)
- [The Common Inspection Framework 2015](#)
- ‘Why good attendance is important?’ - Oxfordshire County Council Early Years (2017)

This policy was adopted by	<u>Paddocks Pre-school</u>	<i>(name of provider)</i>
On	<u>November 2020</u>	<i>(date)</i>
Date to be reviewed	<u>Autumn Term 2021</u>	<i>(date)</i>
Signed on behalf of the provider	<u>GOverton</u>	
Name of signatory	<u>Gemma Overton</u>	
Role of signatory (e.g. chair, director or owner)	<u>Chair</u>	

Staff Signatures (LG, LG, SL, SJ, JC, LW, CM, GP, AS)