

Attendance Policy

Happy Adventures Preschool views good attendance and punctuality as vitally important for the learning and well being of children. Children who attend Preschool regularly, arrive and are collected on time are more secure and better able to engage with the learning environment.

Roles and Responsibilities

Parents & Carers

- To ensure their child attends every session unless they are unwell.
- To try to avoid making appointments for their child that occur during Preschool time.
- To inform the Preschool by telephone on the first day if a child is absent because of illness and again at regular intervals if the illness is prolonged. Please contact us before 9.30am for the morning session or 12.30pm for the afternoon session.
- If a parent does not call Preschool to confirm a child's absence, a member of staff will telephone the parent. If they cannot make contact with a parent/carer we will use all the contact details and the emergency contacts we have been given to try to establish why your child is absent. If we are concerned about the welfare of a child or we have not heard from the parent within 48 hours, we reserve the right to contact social services.
- To bring and collect their children promptly - please remember it is very distressing for children to be left until last.
- Ensure that children are brought and collected by a responsible adult, over the age of 16.
- Ensure that the Preschool is informed every time someone different will be collecting their child and that person has a password.
- Fees for missed sessions are still applicable.

Management

- To ensure parents/carers understand the importance of punctuality and attendance.
- To monitor attendance and punctuality on a session basis.
- To speak informally to parents/carers if a child's attendance is below the expected level of 95% or if poor punctuality seems to be having a significant effect upon the child's education.
- To write to parents if attendance remains low, or punctuality does not improve, after informal conversation.
- To inform Children's Social Care if poor attendance or punctuality indicates that the child's welfare could be in jeopardy. • To ensure strategies for encouraging good attendance are implemented.

Key persons

- To monitor the attendance and punctuality of their key children and ensure a reason is obtained every time a child is absent from Preschool.
- To inform management if they have concerns about a child's attendance or punctuality.
- To be aware that poor attendance and/or punctuality could be a safeguarding issue and to respond in accordance with the Preschool's [Safeguarding Children Policy & Procedures](#).
- To ensure that registers are accurately completed with timings and reasons for every absence.
- To provide positive messages to parents/carers about the importance of punctuality and good attendance.