



Jeavons Wood Pre-School

Attendance Policy and Procedure

This policy has been written in light of the guidance published by Cambridgeshire County Council "Attendance Matters", May 2016.

Policy Statement

This policy sets out the procedures followed in the event that a child is absent from Pre-School and the reasons for ensuring good attendance for all children.

Why Attendance Matters

Although attendance at a Pre-School setting is not mandatory, regular attendance has a positive impact on a child's learning, development and social and emotional wellbeing. Children who regularly attend a setting are more likely to build secure social relationships and feel a sense of belonging.

Children who regularly miss out on sessions in a setting find it harder to sustain social relationships and to keep up with routines and the flow of what's going on.

Attendance procedures

- Parents/carers must contact the Pre-School by 9.15 am for a morning/all-day session or by 12.00 pm for an afternoon session, to notify us of an absence and the reason for this. Contact can be made by telephone or email.
- If a child is absent and we have not heard from parents/carers by the times stated above on the first day of the child's absence, we will attempt to contact parents/carers to establish the reason for the absence.
- We encourage family holidays to be taken outside of term time. If a child is going to be on holiday during term time please notify us in advance.
- Fees remain payable for any periods of absence
- The early years funding and pupil premium funding agreement requires us to inform the Early Years Funding team in the case of non-attendance and if a place is not being taken up.

Safeguarding

If a child has a continuous pattern of regular absence we will endeavour to call a meeting with parents/carers to find out the reasons behind the absences and to offer support to the family.

If we have a concern for a child's welfare regarding regular absences we have a duty to refer this to Social Care.

Policy Written - March 2018

Date Reviewed - March 2020

Date to be reviewed - March 2021

Signed:

Dated:

Governor: