

## Attendance Policy

*September 2023*

### **Policy statement**

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 well-being and progress. Also, we believe regular attendance at Pre-school can set good practice for school.

### **Our aim is:**

- 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

All parents are made aware of the importance of regular attendance prior to entry and of the importance of collecting children on time. We will collate and monitor attendance information for all children each term in line with safeguarding good practice.

It is the Parents' responsibility to ensure that the emergency contact numbers that we hold on file are up-to-date.

This policy sets out the procedures to be followed in the event of a child being absent from Domino Pre-school.

### **Procedure**

- We ask that parents inform us in advance of any holidays, doctors/dentist appointments or any other planned absences from the Pre-school by emailing the Manager at [info@dominofulbourn.org](mailto:info@dominofulbourn.org)
- For any un-planned absences, for example if a child is sick, we must be notified by 9.30am on the morning of usual attendance.
- If we have not heard from the parents or carers by 10.00am, we will call the primary contact to establish the reason for absence.
- If we cannot make contact with a parent or carer, we will leave a message requesting information about the child's absence. If the child is not in the following day, then we

will utilise all of the contacts and emergency contacts that we have for the child on our records in order to establish the reason for the child's absence.

- If we are concerned about the welfare of a child, we reserve the right to contact social services.
- We will record absences in the register using the following:
  - A = absence (where we have not been notified in advance of the session that the child will not be attending, and we have been unable to make contact with any of the child's carers or emergency contacts.)
  - S = sick
  - H = holiday and appointments (doctor's, dentist, speech & language appointment, etc.)
- Fees remain payable during all periods of absence, except in exceptional circumstances which must be pre-approved by the Manager.
- We must notify Cambridge County Council where children in receipt of Early Years Free Entitlement are absent for more than 4 weeks in a term.

<b>Version</b>	<b>Changes made</b>	<b>Author</b>	<b>Date</b>	<b>Review Date</b>
1.0	Baseline version	H Clarke	20 <sup>th</sup> June 2020	September 2020
1.1	Review – no changes	H Clarke	30 <sup>th</sup> September 2020	September 2021
1.2	Review – no changes	H Clarke	30 <sup>th</sup> September 2021	September 2022
1.3	New Logo	H Clarke	9 <sup>th</sup> September 2022`	September 2023
1.4	Review – no changes	H Clarke	20 <sup>th</sup> September 2023	September 2024