**Child Attendance**

Policy Statement

We believe regular attendance is a contributor to a child’s welfare and learning. Regular attendance will give the child a sense of belonging and aid positive relationships with the adults caring for them. It will allow practitioners to plan challenging yet achievable and enjoyable experiences based on the individual needs, interest and development of the child.

Procedures

Children are expected to attend Emmer Green Pre-school for each of their registered sessions. Parents are required to bring/collect their children on time. Arrival times are 9.00am or 12.30pm. Doors are locked at 9.10am or 12.40pm so please be prompt.

Collection times are 11.30am, 12.30pm, or 3.00pm. Please notify us if you are going to be late or picking up at an earlier time.

Late collection will result in a fee being imposed.

* 5 minutes late = £5
* 5-10 minutes late = £10
* 10-15 minutes late = £15 etc.

Absences need to be recorded in the register as will arrival and departure times. If a child is absent for a prolonged time Pre-school will make contact with parent/carers or emergency contacts. Any concerns will be referred to local children’s Single Point of Access.

We must be notified of sickness (and the reasons for) and holidays.

Notification of sickness must be made for each day the child is absent.

The child’s parents will be contacted after day 2 of absence and with no phone call or email to Emmer Green Pre-school to determine whether or not there is a problem.

If we are still unable to speak to a parent/carer we would try other modes of communication such as email.

The settings Designated Safeguarding lead will be informed.

If the pattern of non-attendance continues for further sessions a letter will be hand delivered to the parents/carer home address. It will inform them of our concerns over attendance and the possible withdrawal of their child’s place.

We will continue our attempts to make contact with Parents/Carers.

Following receipt of the letter, if contact still hasn’t been made by the Parents/Carers and the child continues to be absent, the settings Safeguarding Officer will refer the matter to the Children’s Single Point of Access.

We will endeavour to support the family.

If there are no child protection concerns and after the above avenues have been explored the child will be removed from the register and the Local Authority informed if funding is applicable for the child.

Extended Leave of Absence

Occasionally families have to make extended visits overseas. We should be informed of any long term absence and be informed of the expected date of return.

Provided the child is with us for Headcount week and claiming funding, we can hold the sessions open for the whole term. If they are not with us for Headcount week the parent/carer will have to pay for their sessions for them to be reserved. After this we cannot guarantee the child’s place will still be available. In such circumstances the parent’s will need to re-apply.

Policy adopted by Pre-school on: ....................................................................

Signed on behalf of Committee : ......................................................................

Name of signatory: (Full Name ): ....................................................................

Position: ..........................................................................................................