# Warmley Preschool – Safeguarding and Promoting Children’s Welfare

## Attendance policy

### Policy statement

Warmley Preschool aims to promote good attendance and punctuality in partnership with parents and carers in early years, ensuring that good habits are formed early so that children are school ready.

We believe:

* Regular early years attendance is important for all children as it is only through regular, consistent routines that children build up the secure attachments they need for healthy development.
* Regular attendance has a positive impact on all aspects of a young child’s learning and development.

### Procedures

We promote good attendance and punctuality by:

• Ensuring children attend for the expected hours, arriving and leaving at the stated pre-school session times

• Recording arrival and departure times

• Recording late arrivals or early collections, including the reason

• Monitoring late arrival and early collection

• Requiring parents to call the setting if they are going to be late or absent

• Requiring parents to report sickness by 9.30am, which is then recorded

• Requiring parents to complete a ‘holiday request form’ if they are planning a holiday during term time so this can be recorded accurately

• Communicating with parents and following up on non-notification of absences and poor punctuality as part of promoting good attendance and punctuality

• Following up consistent poor attendance and punctuality and making a record of it as appropriate

• Making contact with parents/carers and, if appropriate, using the contact emergency details they have provided to try and establish why their child is absent

We will work with parents/carers to support a child’s good attendance and punctuality. Where children’s attendance is poor and not improving, we will talk to them about the available support from their local children’s centre such as implementing bedtime routines or attending parenting classes.

**Safeguarding:**

We all have a duty to keep children safe and protect them from harm and very poor attendance can be an indication of neglect and seen as a safeguarding issue. If we are concerned about the welfare of a child who is absent, we reserve the right to contact the Action Response Team.

**Missed hours and absence for funded hours:**

South Gloucestershire Council Funding Team is keen to ensure that families are correctly using all the entitlement they are claiming and are requesting that we monitor unattended sessions whether holiday, sickness or unexplained. South Gloucestershire Council will only fund a child’s place due to holiday for two weeks. For holidays of longer than two weeks parents/carers will be required to pay to cover any further missed sessions. We CANNOT keep a place open without this payment. If a funded child is continually absent from particular sessions, we will discuss this with the parent/carer and, if the situation does not improve, a reduction will be made in accordance with South Gloucestershire Council’s funding conditions.

**Changes to sessions attended:**

If you wish to reduce the number of your child’s sessions, or are leaving the pre-school, we require written notification at least four weeks before the end of any given term. Failure to give sufficient notice will result in preschool losing vital funding for which the parent will have to pay.

**Withdrawing a place:**

We will make every effort to support good attendance and punctuality, as suggested above. However, if there are no other indicators of concern or vulnerability and your child has failed to attend for four consecutive weeks or more without a justifiable reason, we may withdraw your child’s place. The process for formally withdrawing a child’s place is as follows:

• We will attempt to contact the family twice weekly to seek a justifiable explanation (by telephone or home visit and followed up by email), including, of course, first day calling

• We will send a recorded delivery letter during the third week to invite the parent to a meeting to discuss the situation and warning them of the action that will be taken after the fourth week

• We will continue to attempt twice weekly contact by phone and email

• We will send a recorded delivery letter in the final week, explaining that the place will be withdrawn on a specific date.

**Adoption of Policy**

This policy was adopted as follows:

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| --- | --- |
| **Meeting of** |  |
| **Date held** |  |
| **Date for review** |  |

Signed on behalf of the management committee:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Signatory** |  | | |
| **Signature** |  | | |
| **Role of Signatory** |  | **Date** |  |