

ABSENT CHILD POLICY

Should your child be unable to attend our setting on their nominated day, we would ask that you give an explanation by phone, messaging app or email. Children's attendance is monitored closely.

Attendance

Regular attendance is of importance in ensuring that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late and research has shown the negative effect of absence. Early years settings have a responsibility to monitor all absence.

Role of staff

The staff within the preschool complete a register each day updating it as soon as a child arrives and leaves the setting. Children will be marked absent, sick or on holiday on the FAMLY app so all members of staff are aware where the child/children are and why. If parents/carers have not explained the reason for absence, 30 minutes after the expected arrival a staff member will message via the FAMLY app. If no reply comes within 30 minutes of the message being sent, a staff member will call the child's first contact. In the event of no answer, we will leave a message explaining the reason for our call and work down the list of contacts. if no explanation is given the Office enters this as unauthorised and a recording of the absence will be made. When appropriate, practitioners raise any concerns with the DSL (designated safeguarding lead) who takes appropriate action when absences are a concern and contacts the parents/carers to discuss attendance issues.

Procedures

Absence is either authorised, such as in the case of illness or of religious/cultural observance Holidays or unauthorised, all absences are recorded for attendance data purposes.

Monitoring of these records will take place regularly and letters and/or meetings will be sent/arranged by the setting where necessary. If absence is a persistent problem a meeting will be arranged at the setting with the parent/carer, key person and DSL

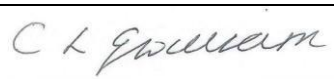
Arrival times and lateness

Children should be at preschool, on nominated days, on time, every day the setting is open, unless the reason for the absence is unavoidable, we do understand that it is not always possible to be on time as matters can arise at home. Permitting absence from pre-school or a funded 2-year-old place without a good reason must be acted upon by the setting. Children should arrive at the setting no later than; 8:00am for breakfast, 8:30am for early club and 09.00am for morning sessions or 12.00noon for afternoon registration. Notes are recorded on the register as to the

reason for the late arrival. If a child is reluctant to attend the setting, communication between parent and preschool is encouraged.

In preschool, children are settling and getting ready for the day, so we encourage your child/children to be on time to give a consistent routine. Registration is 8:00am, 8:30am, 9:00am or 12noon

Collection time are 12noon, 3:00pm or 4:00pm. We do run breakfast and late clubs which is something you will need to arrange with the administrator. We do encourage prompt collection times as this can be upsetting to the child. If you are running late a quick phone call or message on the FAMLY app can help staff to explain and calm children while they are waiting. In the event you need an earlier pick up or drop off, for example for an appointment please let a staff member know. If you would like to make any regular changes to your child's/children's nominated hours, please contact the preschool administrator

Name:	Clare Gwilliam
Position:	Pre-school Manager
Signed	
Name:	Alicia Grix
Position	Committee Chair
Signed	
Date:	1st September 2026
Date for Review:	31st August 2027