



Worstead Pre-school

Queen Elizabeth Hall – Ruin Road – Worstead – North Walsham – Norfolk – NR28 9WH
01692 535692

Email: Admin@worsteadpreschool.co.uk

Website: www.worsteadpreschool.co.uk

Charity Number: 1041749

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.

Role of staff

The staff within the pre-school complete a register at the beginning of each morning and afternoon session. Children will be marked absent, sick or on holiday on the Family 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 by 10am, the room leader, key person or Office will ring the parent or message via the Family app, if no explanation is given the Office enters this as unauthorised. When appropriate, practitioners raise any concerns with the Manager 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 absence 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 and manager.

Arrival times and lateness

Children should be at pre-school, 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 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 nursery is encouraged.

In pre-school, 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 9 am or 12noon and collection time are 12noon or 3pm. 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 Family app can help staff to explain and calm children while they are waiting. Other times can be arranged with the administrator for drop of and pick up, for example if your child / children are staying for lunch or need to be collected early.

Name:	Clare Gwilliam
Position:	Pre-school Manager
Name:	Hayley Pilkington
Position:	Committee Chair
Date:	6 th March 2023
Date for Review:	31 st August 2023