



Spinney Pre-School Attendance Policy

Attendance

Attendance is a key marker of child welfare, and as such, monitoring of attendance is viewed as one aspect of good safeguarding practice. (Please see Safeguarding and Child Protection Policy)

Children are expected to attend Spinney Pre School regularly and to arrive promptly unless we have been informed prior about lateness. E.g. Appointments, Sibling School drop off. The session times are listed below. Irregular attendance may result in a child's place being withdrawn.

Session times

Morning 08.30am – 11.30am

Children who are staying all day as part of the 30 hours will start at 8.30am – 14.30pm

Parent/Carers are asked to:

- Bring and collect children promptly as it is very distressing for children to arrive late or to be left until last, again unless we have been informed prior.
- Ensure that children are brought and collected by a responsible adult. (No person under the age of 18 years of age, unless they have parental responsibility)
- Inform the Pre School if someone different will be collecting their child. In emergencies Parent/Carers may phone the Pre School but it is much more sensible if staff are introduced to the person who will be collecting their child. A password may be given to staff prior to someone different picking up their child.
- Bring children into the cloakroom area and ensure a member of staff is aware of their arrival and do not leave until their child has entered into the main room of the setting
- PLEASE telephone/text Pre School/WhatsApp when your child is absent. If you do not contact Pre School by 9.00am, (morning session) we will contact Parent/Carers by a text message to see if there is a problem. If we do not receive any communication back we will then make a telephone call. If no answer, we will continue to ring and/or contact the next emergency contact. Staff may actually come to your home to check everything is ok if we have no answer. (Please see Safeguarding and Child Protection Policy)
- For or any circumstances you decide that your child no longer requires their place once your child has started, you **MUST** give a period of 4 weeks' notice before they leave. This is to ensure we are keeping with to Local Authority Guidance.
- If your child is late, we ask you bring them to the back door and not leave them at the gate. This ensures the safe transfer of child(ren) into the setting.

Monitoring

- Registers are taken as soon as the children arrive by a member of staff and also when leaving and times are also recorded.
- The Supervisor checks the register every half term. If a pattern of late arrival or irregular attendance is highlighted, then the Supervisor will speak informally to the Parent/Carer to determine whether or not there is a problem. If attendance/punctuality does not improve then a letter will be sent. As a last resort the place of the child will be withdrawn.

This Policy was adopted at a meeting of the Pre-School held on (date) _____

Signed on behalf of the Pre-School _____