



Safeguarding and Welfare Requirement: Information and Records

‘Although attendance at the setting is not mandatory, providers should be alert to patterns of absence that may indicate wider safeguarding concerns. Inspectors will explore how well providers work with parents to promote children’s good attendance, especially the attendance of children for whom the provider receives the early years pupil premium’

10.11 Attendance procedure

Policy statement

Pirton Preschool views good attendance and punctuality as vitally important for the learning and well-being of children. Children who attend Preschool regularly, arrive and are collected on time are more secure and better able to engage with the learning environment.

Roles and Responsibilities

Parents & Carers

- To ensure their child attends every session unless they are unwell or have informed the Pre School of a planned holiday, appointment, transition visit etc.
- To try to avoid making appointments for their child that occur during Preschool time.
- To inform the Preschool by telephone or by emailing admin@pirtonpreschool.co.uk as soon as possible and, at the very latest, by 10am on the first day of absence ensuring the reason for the absence is clear.

Fees for missed sessions are still applicable and replacement/alternate sessions are not offered unless in exceptional circumstances and that decision is solely at the Manager’s discretion.

Pre School (Management)

- To ensure parents/carers understand the importance of punctuality and attendance.
- To monitor attendance on a session basis.
- To make contact with parents/carers on the first day of an unauthorised absence to ensure the safe welfare of our Pre School families. We will attempt to telephone the child's emergency contacts if parents/carers are uncontactable within an hour of the first attempt.
- To speak informally to parents/carers if poor punctuality seems to be having a significant effect upon the child's education.
- To inform Children's Services if poor attendance or punctuality indicates that the child's welfare could be in jeopardy.
- To withdraw the child's place in extreme circumstances - but not if this could further endanger the welfare of the child.
- To ensure strategies for encouraging good attendance are implemented.

Key persons

- To monitor the attendance and punctuality of their key children and ensure a reason is obtained every time a child is absent from Preschool.
- To inform the Manager if they have concerns about a child's attendance or punctuality.
- To record any unauthorised absences in the register and the action taken.
- To be aware that poor attendance and/or punctuality could be a safeguarding issue and to respond in accordance with the Preschool's Safeguarding Children Policy & Procedures.
- To ensure that registers are accurately completed with reasons for absences i.e holiday, sickness.
- To provide positive messages to parents/carers about the importance of punctuality and good attendance.

Members of the Management Committee

- To agree, support, monitor and review the implementation of the Preschool's policy on attendance.
- To monitor attendance rates termly.
- To monitor strategies for encouraging good attendance.

Glossary of Terms

Authorised Absence - sessions away from Preschool where there is a good reason e.g. illness, hospital appointment or other unavoidable cause.

Unauthorised Absence - those which Preschool does not consider reasonable and/or where Pre School has not been notified for the reason.

<i>This policy was adopted at a meeting of Pirton Pre-School Committee.</i>	
Held on (date)	
Signed on behalf of the Management Committee / Proprietor	
Role of signatory (e.g. chairperson)	