



Meppershall Pre-school

Attendance Policy

Statement of intent

This setting is committed to encouraging good attendance for all children to enable them to benefit fully from their early years funded education. We believe that regular attendance is vital for establishing good habits, effective learning and for children's personal, social and emotional development.

Aims

- For children to feel supported and valued and for them to want to attend daily.
- For attendance to be monitored by all staff and concerns be discussed with parents.
- For all absences to be explained.

Method

- Parents should ensure the regular and punctual attendance for their children.
- Parents should telephone the setting on the first day of an absence by 9.15am.
- Staff must discuss any concerns over absences with parents.
- Parents will be informed if there are concerns over persistent late arrival.
- Where possible appointments should be booked out of school time.
- If parents do not contact the setting and the child has not arrived within 30 minutes of their scheduled start time, staff will contact them.
- Where absences are frequent or lateness regular, the setting will invite the parents to a meeting, to help identify and resolve any difficulties which are preventing the child from attending the setting. Parents will be made aware of the importance of regular attendance.
- All staff are aware of possible safeguarding issues when children are regularly absent.

Date approved by Pre-school committee	
Signed by Pre-school leader	
Signed by Pre-school chair	
Signed by Pre-school staff	