

1.7 Attendance Policy

Policy statement

We believe good attendance is essential if children are to be settled and take full advantage of the learning and development opportunities available to them. At a young age continuity and consistency are important contributors to a child's well-being and progress. Also, we believe regular attendance at nursery can set good practice for school.

Our aim is:

- to create a culture in which good attendance is 'normality' and valued
- to value the individual and be socially and educationally inclusive
- to be consistent in implementation of our policy and procedures

All parents are made aware of the importance of regular attendance prior to entry and of the importance of collecting children on time. We will collate and monitor attendance information for all children each term in line with safeguarding good practice. It is the Parents' responsibility to ensure that the emergency contact numbers that we hold on file are up-to-date.

This policy sets out the procedures to be followed in the event of a child being absent from Duxford Preschool.

Procedure

- We ask that parents inform us in advance of any holidays, doctors/dentist appointments or any other planned absences from the preschool by emailing absence@duxfordpreschool.org.uk.
- For any un-planned absences, for example if a child is sick, we must be notified by 9.15 on the morning of usual attendance either by phone or email.
- If we have not heard from the parents or carers by 9.30am, we will call the primary contact to establish the reason for absence.
- If we cannot make contact with a parent or carer, we will use all the contact details and the emergency contacts we have on file, to establish why the child is absent.
- If we are concerned about the welfare of a child, we reserve the right to contact social services.
- We will record absences in the register using the following categories:
 - Illness
 - Holidays
 - Other absence
- Fees remain payable during all periods of absence, except in exceptional circumstances which must be pre-approved by the Business Manager.
- We must notify Cambridge County Council where children in receipt of Early Years Free Entitlement are absent for more than 2 weeks in a term.
- We reserve the right to withdraw a child's place if there is a significant level of absence from the setting which is not due to unforeseen circumstances such as sickness.

Version	Changes Made	Author	Date	Review Date
1.0	Baseline version	P Eccleston	26 th April 2018	April 2019
1.1	Updated with minor formatting changes and included the use codes in the register to track absences.	N Hanlon	17 th April 2019	September 2019
1.1	Reviewed – no changes	N Hanlon	30 th September 19	September 2019
1.1	Reviewed – no changes	N Hanlon	30 th September 20	September 2021
1.1	Reviewed – no changes	N Hanlon	29 th September 21	September 2022
1.1	Reviewed – no changes	N Hanlon	24 th September 22	September 2023
1.2	Updated with minor changes	N Hanlon	1 st September 23	September 2024