**4.3 Attendance**

**Policy Statement**

Woolston Preschool maintains accurate records of a child’s attendance at preschool. Children are encouraged to attend all sessions for which they are registered. In the event that a child is not in attendance at preschool the following procedure will be followed.

**Procedure**

* Staff complete a register at the beginning of each session. If parents/carers have not already informed us of their child’s absence either that morning or previously a member of staff will make contact with the parents/ carers to gain an explanation as to why their child is not at preschool. This is usually done via whats app. If there is no response then we will call by the end of the day to try to touch base with the families and to check everything is ok.
* If an absence is authorised, such as a case of illness, religious/cultural festivals or celebration, or a holiday (this list is not extensive and can exceed this list, this is just an example). If there is no explanation for an unauthorised absence or it is considered that the explanation is unjustified or unreasonable the absence will be recorded as an unauthorised absence. Monitoring of these records will take place regularly. If needed letters and/or meetings will be sent/arranged by the manager and in some cases a referral to the Children’s resources services may be made where the manager feels it is necessary.
* If absence is a persistent problem (15% or more) a meeting will be arranged at the setting with the parent and Manager. This will be to identify any causes of the absence and see if there is anything that the preschool can do to support the families.
* If parents/ carers are planning a holiday during term time they must advise the preschool in advance where possible.
* When appropriate, practitioners can raise any concerns they have about a concern over a child’s attendance. This should be done to the Manager who will take the appropriate action when an absence is a concern and the manager will make contact with the parents/carers to discuss any attendance concerns.
* In the event that the non-attendance of a child raises concerns about the welfare of that child, Children’s resource services will be contacted and our safeguarding procedure will be followed. In some cases the manager may go on a welfare check and visit the home to check in.
* Fees remain payable during periods of absence unless in exceptional circumstances where the preschool will agree to waive the fees.

**Absence & early education entitlement**

Our contract with the Local Authority states;

It is the responsibility of the Provider to maintain accurate records of children accessing early education and childcare funded places including recording absences and the reasons for them. Early Education and Childcare funding is based on regular participation. Providers must ensure that parents understand that the funded offers are delivered based on the participation of their child at the Provider.

Providers must follow their normal absence management process and contact the child’s parent (unless already notified) to ascertain:

* the reason for the absence
* the likely return date

Regular non-attendance of the child at the provision may result in the funding being withdrawn and as such providers must:

* Regularly review patterns of attendance and consider the withdrawal of sessions where a child is not participating on a regular basis to allow those hours to be made available to other children
* Inform the Local Authority as soon as possible of regular absences of funded children, so that the LA may consider the impact of the absence for the early education and childcare funding claim.

**Arrival times and lateness**

* In pre-school we are trying to get children ready for school so where possible it is important for your child to attend on time. Registration is at the start time of the session and it is necessary for children to be as punctual as possible. When children arrive late this can disturb our hello time activities so please try to arrive on time as it’s good practice for the children and for their routine.

**The preschool is under a legal obligation to notify Southampton City Council where children in receipt of Early Years Free Entitlement are absent for more than two weeks in a term.**

This policy was adopted at a meeting of Woolston Pre-Schools held on 2 May 2017

* Latest review November 2023

**Role on committee: Nominated person**

Signed by

Date

Name of Signatory:

**Woolston Preschool manager**

Name Gemma Woodward

Date

Signature