

Chudleigh Pre-school
Registered Charity No: 1028874 PLA No: 22478
Attendance/Absent Child Policy

At Chudleigh Pre-School we believe that good attendance is important, even for very young children; there are positive benefits to be gained from regular attendance, whatever the weekly pattern of childcare. This includes not only coming to every planned session, but also being there on time.

Benefits include the following:

Children who attend every planned session develop a feel for the rhythm of the week and gain a sense of security from the routine, even when the actual pattern or focus of their learning or activity may vary widely from week to week.

The development of secure attachments and positive relationships with staff and other children. Young children find it easier to build and sustain a range of social relationships when they regularly attend their childcare setting, according to the pattern agreed with the family.

For some families, particularly at times of stress, the child's regular attendance allows parents/carers to concentrate on other things and helps them enjoy spending time with the child, when he or she is at home.

Children who rarely miss sessions at their Early Years settings and arrive on time, are more likely to feel good about themselves. This is because they know what goes on and what to expect, feel more confident with the staff and the other children and have more opportunities to be valued and praised for their own special contribution.

Children who regularly miss sessions, or are generally late, can frequently experience a sense of having to try a little bit harder just to understand what is going on and what other children are talking about or doing.

Regular attendance, on time, helps many young children to separate from their parents/carers at the start of the session and settle more readily into daily life in their Early Years setting.

Practitioners carefully plan every session for each child in their care and want to take every opportunity to help them thrive. Experiences gained in one session are often developed further in the next session, whether this is the next day or later in the week.

Children learn in many different ways, through play with others and through being in the company of practitioners who actively support their learning and development.

For all these reasons, good attendance and coming to their Early Years setting on time is important for every child, but especially those for whom specific factors may make them more vulnerable.

Potentially vulnerable groups of children:

- where there may be safeguarding concerns in other areas of wellbeing (sleep, nutrition, cleanliness, emotional development etc.)
- whom other agencies have raised concerns, including those supported through the Early Help process or have been identified as at risk;
- facing difficult family circumstances e.g., housing problems, bereavement, separation/divorce;
- from families experiencing some degree of financial hardship
- those who receive two year old funding or Early Years Pupil Premium.
- with additional needs, learning difficulties or disabilities.

While we are alert to these vulnerabilities we also recognise that most children are well supported by their families and continue to thrive, whatever their background or circumstances.

Recording / monitoring attendance:

It is important that our records of children's attendance are accurately kept and regularly monitored to ensure that we can identify any potential problems and look for patterns (e.g. specific days that children are absent or late).

We are especially aware of the need to monitor vulnerable children such as those outlined above.

Absence is monitored for the health and well-being of children, for example so that we are aware of outbreaks of illness which need to be investigated, or to warn parents of infections such as German measles.

Monitoring attendance and use of government funded hours may be passed on at the local authority's request.

In addition, all managers and staff are alert to signs that children and learners who are missing and no longer attending might be at risk of abuse or neglect, and appropriate action is taken when children and learners stop attending. We are aware that attendance is not statutory, but that non-attendance could be an indicator of other concerns.

Procedures:

Children's attendance is monitored through daily registers. All absences and reasons given for them are recorded in our absence folders using the relevant code.

Parents are asked to inform us by 10 am on the first day of absence if their child is sick or not attending Pre-School for any reason. We ask that parents let us know preferably in person or by phone to the site their child is attending. If the illness continues, parents are asked to update us every 48 hours with the child's progress.

If a child's absence is planned (e.g. holidays or medical appointments) parents are asked to inform us in advance.

If one site is made aware of a child's absence from the other site a staff member will ensure that this information is passed across. This includes where we are told the child will be off on subsequent days (e.g. 48 hours sickness).

If we have not heard from a parent/carer by 10 o'clock the Lead Practitioner or Office Manager will seek to contact them by phone by the end of the session. Where we are unable to make contact we will phone the first emergency contact on the child's registration documentation, this will be a discreet phone call where the emergency contact is not given any details off the child's absence but they will be asked to let the parent/carer know that we are trying to contact them and to ask them to make contact with us as soon as possible. We will record the action we have taken on our absence monitoring sheet.

If we are concerned about the welfare of the child we will immediately follow our Safe Guarding procedures on the first day of absence.

Monitoring Absences:

Where there are frequent absences these will be investigated and further action considered. We will always discuss our concerns with parents and endeavour to enable children to attend as regularly as possible.

Attendance details and use of government funded hours may be passed on, on the local authority's request.

Adopted December 2018

Related policies:-

Safe Guarding Children Policy and Looked After Children Policy.

Related documentation:-

Absence monitoring sheet.

Parental guide in registration pack.