



Clapham Preschool (Bedford)

Our Policy on Attendance

Statement of Intent

Our preschool is committed to encouraging good attendance for all children to enable them to benefit fully from their early years foundation stage education. We believe that regular attendance is vital for establishing good routines, effective learning and for children's personal, social and emotional development.

Aims:

- For children to feel supported and valued, and therefore for them to want to attend all sessions.
- For attendance to be monitored by all staff and concerns be discussed with parents/carers.
- For all absences to be explained.
- **Responsibilities:**
- It is the responsibility of parents/carers to ensure regular and punctual attendance for their children.
- Parents/carers are responsible for informing the setting on the first day of an absence.
- Staff will discuss concerns over absences with parents/carers.

Practice:

- Parents/carers will be informed promptly if there are concerns over absences or persistently late arrival.
- Where possible appointments should be booked out of school time.
- If parents/carers do not contact the setting and a child is absent for 3 sessions, we will contact them.
- Where absences are frequent or lateness regular, the setting will invite the parents/carers to a meeting. The aim of this will be to identify and resolve any difficulties which are preventing the child from attending the setting. Parents/carers will be made aware of the importance of regular attendance.
- All staff are aware of possible safe guarding issues when children are regularly absent.

This policy was adopted at a meeting of Clapham Preschool held on.....

Signed on behalf of the preschool

Reference made to the Statutory Framework for the Early Years Foundation Stage. Sept 2014