

Hartford Infant and Pre School



Pre School Attendance & Procedure Policy March 2021

Lead person: Mrs Rae Lee
Adopted by Governors: Spring 2021
Reviewed: Every 2 years

This policy has been written with reference to the guidance published by Cambridgeshire County Council "Attendance Matters", May 2016.

Policy Statement

This policy sets out the reasons for ensuring good attendance for all children and the procedures followed if a child is absent from the Pre School.

Why Attendance Matters

Although attendance at a Pre School setting is not mandatory, regular attendance has a positive impact on a child's learning, development and social and emotional wellbeing. Children who regularly attend a setting are more likely to build secure social relationships and feel a sense of belonging.

Children who regularly miss out on sessions in a setting find it harder to sustain social relationships and to keep up with routines and the flow of what's going on.

Non-Attendance procedures

- Parents/carers must contact the Pre School by 8.45am for a morning/all-day session or by 12.0pm for an afternoon session, to notify us of an absence and the reason for this. Contact can be made by telephone [01480 398046] or email office@hartfordinfantschool.org
- If a child is absent and we have not heard from parents/carers by the times stated above on the first day of the child's absence, we will attempt to contact parents/carers to establish the reason for the absence.
- We encourage family holidays to be taken outside of term time. If a child is going to be on holiday during term time, please notify us in advance.
- Fees remain payable for any periods of absence [please refer to the **Funding and Fees Policy** for further information].
- The Early Years Funding and Pupil Premium Funding Agreement requires us to inform the Early Years Funding team in the case of non-attendance and if a place is not being taken up. This could result in a place being lost.

Safeguarding

If a child has a continuous pattern of regular absence we will endeavour to call a meeting with parents/carers to find out the reasons behind the absences and to offer support to the family.

If we have a concern for a child's welfare regarding regular absences, we have a duty to refer this to Social Care.