

Woolpit ARC

Attendance Policy

Woolpit ARC is a non-statutory provision for Early years education and out of school care. There is no legal requirement for children to attend non-statutory provision. However, even at a young age continuity and consistency are important contributors to a child's well-being and progress. We also believe regular attendance at pre-school can set good practice for statutory 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. Our Uncollected child procedure outlines our practice if a child is not collected from the setting

Procedure if a child is absent from Preschool

- If your child is unwell or cannot attend the setting, we ask that all parents/carers call, text or e-mail us on the morning of absence, giving the reason why before 09.45am or before 12.45pm if your child is attending an afternoon session.
- If we have not been informed of your child's absence by 09.45/12.45 we will call the parents/carers to establish the reason for absence.
- If we are unable to make contact with a parent/carer we will use all the contact details we have for your child, including emergency contacts, to try and establish why your child is absent.
- A record of why your child is absent will be recorded on the daily register.

Procedure if a child is absent from Breakfast Club/ After school Club

- If your child attends either breakfast club or after school club we ask that parents contact us by 08.30 hours if your child will be absent due to illness.
- If we have not been informed of your child's absence we will liaise with the school, and may try and contact you to establish the reason for the absence.
- If your child will be absent from Breakfast club or Afterschool club for reasons other than illness please contact Woolpit ARC to inform us of the cancellation.
- We will send the school a copy of all children booked into After school club weekly.
- A member of staff will update the school of any cancellations for After School Club at 3pm daily.

Procedure if a child is absent from Holiday Club.

- If your child is attending holiday club, please inform us of their absence by 09.00hrs. If we have not been informed of your child's absence we will contact you to establish the reason why, either at 09.30 or half an hour after their expected time of arrival.

If the setting has any concerns about the welfare of a child who is absent we will follow our safeguarding children procedures.

If your child is going to be absent due to going on holiday, or for medical appointments, please inform us in advance so that we are able to record this on the daily register.

Responsibility of the setting

Setting Managers

- To monitor attendance and punctuality termly.
- To speak informally to parents/carers if a child's attendance is low or if poor punctuality seems to be having a significant effect upon the child's education.
- To write to parents if attendance remains low, or punctuality does not improve, after informal conversation.
- To ensure strategies for encouraging good attendance are implemented.

Responsibility of Key Workers

- To monitor the attendance and punctuality of their key children.
- To inform the manager if they have any concerns about a child's attendance or punctuality.
- To be aware that poor attendance and/or punctuality could be a safeguarding issue and to respond in accordance with the setting's Safeguarding Policy.
- To ensure that registers are accurately completed with times marked in when they arrive and when they leave.
- To provide positive messages to parents/carers about the importance of punctuality and good attendance.

This policy links to the following Woolpit ARC policies:

- Safeguarding Children
- The non-collection of Children Policy
- Admissions Policy.

Policy Adopted on:- 27/11/18

Signed on behalf Woolpit ARC:

Name: Jackie Grant

This policy will be reviewed on: November 2019

