

# *Rainbow Pre-School & Extended Services*



## **Rainbow Pre-School and Extended Services** **Attendance Policy**

### **Policy Statement**

Keeping accurate attendance records is not just bureaucracy. Monitoring attendance is important for all children, but especially for those in vulnerable groups. Knowing when children have attended pre-school provides vital information to keep children safe from harm and help tackle underachievement. Having clear accessible attendance records helps identify children at risk and helps multiagency teams to understand, assess and support the widest possible range of needs for a child and his or her whole family.

Regular attendance in the preschool program is very important for the child to become comfortable with a regular and consistent schedule; it builds confidence in a range of social skills and prepares children for full time education.

In the case of a communicable disease, such as chicken pox, measles, etc., it is extremely important that parents notify the pre-school immediately so that proper notification can be given to all families attending Rainbow Pre-school & Extended Services.

### **Procedure**

- If you are planning holidays during term time you must let us know in advance so we can record this on our register.
- If your child is sick or cannot attend for some reason, you must call us on the first day of absence within an hour of the session beginning to let us know.
- If we have not heard from you by 10am we will call you to establish why your child is absent.
- If we cannot make contact with a parent/carer we may use all the contact details and the emergency contacts you have given us to try to establish why your child is absent.
- If we are concerned about the ongoing welfare of a child we reserve the right to contact the necessary authorities.
- Fees remain payable during periods of absence, unless alternative arrangements have been agreed.
- We are required to notify Central Bedfordshire County Council where children in receipt of Nursery Education Funding are absent for more than 2 weeks in a term, they reserve the right to withdraw funding, in which case fees may be chargeable.

### **Arrival times & Lateness**

At pre-school we are trying to prepare children to be ready for school and develop all the skills they will need when they enter full time education, so it is essential for your child to learn to arrive on time and attend regularly.

Registration is 9.00 am or 12.15pm and it is necessary for children to be punctual in order to receive key teaching and learning which take place at this time of the day. When children arrive late this can disturb group time with their key worker so please try to attend on time, which

benefits children and their routine.

Rainbow Pre-school & Extended Services adheres to the Early Years Foundation Stage Curriculum and acts on advice given in the Central Bedfordshire County Council local agreement & in conjunction with Ofsted.

This policy was adopted by Rainbow Pre-school & Extended Services

On 6<sup>th</sup> September 2012

Date reviewed: 11.2.26

Signed on behalf of the provider H Adams

Name of signatory Hannah Adams

Role of signatory (e.g. chair, director or owner) Head of Teaching and Child Development