



# The Goslings Preschool

Registered Charity No. 1094277

## Attendance Policy

At The Goslings Preschool we believe that good attendance is essential if children are to be settled and take full advantage and engage with the learning and development opportunities available to them at preschool. At a young age, continuity and consistency are important contributors to a child's wellbeing and progress. We also believe that regular attendance at preschool can set good practice for statutory school.

Our aims are:

- To create a culture in which good attendance is 'normality' and valued.
- To value the individual and to be socially and educationally inclusive.
- To be consistent in the implementation of our attendance policy and procedures.

Regular and punctual attendance is paramount so that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late.

Parents are asked to sign a home-preschool agreement as their child starts preschool, which includes reference to regular attendance, being on time, collecting children on time and notifying the preschool of any absence.

### Procedure

- Children should be at preschool, on time (9.00am); please advise the Preschool Manager if your child is likely to be late on a specific day.
- Parents are expected to inform the preschool of an absence. The morning register closes at 9.10am and the afternoon register at 1.00pm. Messages of absence from parents are passed to the child's key person.
- If a child is absent without an explanation for two days, staff will contact parents to ascertain the reason for the absence. In some cases, absence on the first day will be followed up. If the child is known to the local authority, they will be informed of the unauthorised absence.
- If this does not produce a satisfactory explanation, the Preschool Manager will make contact, initially by telephone. If there is no contact after one week, a letter will be sent to the family. If necessary, an appointment will be made to discuss the matter. If after one month there has been no contact, the child's name will be removed from the register and the place allocated to another child on the waiting list. The local authority will be informed that the child has left the preschool.
- Any problems with regular attendance are best dealt with between the preschool, the parents and the child. If a child is reluctant to attend, parents are asked to contact preschool at an early stage and to work with the staff in supporting the child's needs and helping them to settle into preschool. Staff are very approachable and will work with parents to support the child and their well-being.

- Parents of children whose attendance is inconsistent and generally poor will be contacted by the Preschool Manager and their future attendance monitored. If there is cause for concern, the health visiting service and/or multi-agency team may be contacted in order to ascertain if family support may be needed. In more urgent cases, the local authority may be contacted.

*This Policy has been reviewed and agreed by The Goslings Management Team and Parental Committee.*