



Attendance Policy

AIM

It is our aim to give every child the best start in education. To do this we aim to encourage children to attend regularly and punctually.

Our attendance officer is Mrs. Julie Guest.

ATTENDANCE

It is the group's belief that children learn best by consistent care. Attendance plays an important part in this. A child needs to attend regularly to gain a full understanding to what is being taught. We understand that good attendance, sets good boundaries for the future. Attendance registers will be kept and records past on to future settings.

ABSENCES

The group understands that on occasions children may be too ill to attend preschool. On these occasions it is the parent's responsibility, to contact the school by telephone, before the session begins, so the absence can be registered as authorized.

PERSISTENT ABSENCES

While we are aware that during the beginning of a child's time in a pre-school setting there immune system is developing. Persistent absence will be monitored and we will follow the procedure below:-

1. If attendance falls below 80% we will send a letter to notify your child's attendance.
2. If further to this, attendance drops below 60% will we invite you in to discuss the matter with our attendance officer.
3. If attendance drops below 50%, unfortunately your child will loose their place immediately.

MONITERING AND REVIEWING THE POLICY:

This policy will be reviewed in response to changes in legislation and within the setting. The Attendance Officer will review the policy annually and be responsible for making sure the policy is being carried out within the setting and liaising with other staff

Reviewed January 2015

Review date January 2017