

## Attendance Policy

### **AIM**

It is our aim to give every child the best start in early years. To do this we aim to encourage children to attend regularly and punctually. The administrator is responsible for the recording and monitoring of attendances and absences.

### **ATTENDANCE**

It is the belief of the pre-school, that children learn best by consistent care. Attendance plays an important part in this.

It is also stipulated within the Code of Practice for Free Early Learning (revised August 2017), that children in receipt of this funding, are required to attend every session, if possible and to be punctual, in order to access the full 3 hour session or more if they are using Extended funding entitlement (EFE).

We understand that good attendance sets good boundaries for the future.

Attendance registers will be kept and attendance details are passed on to future settings.

### **ABSENCES**

The pre-school understands that on occasions children may be too ill to attend preschool. It is the parent's responsibility, to contact the Administrator on the first day by telephone, before the session begins, so the absence can be registered as authorised. This information is reiterated in other literature given to parents.

### **UNAUTHORISED ABSENCES**

The pre-school must be notified of absences and the reason for the absence on the first day of absence and then updated regularly throughout the absence. The pre-school will contact the parent at the end of the session, if we have not heard beforehand. This is in accordance with the revised code of practice.

The pre-school reserves the right to give the place to another child after 3 weeks, without notifying the child's parents. A letter to parents will be sent as record that this has taken place.

If a child is receiving the free early learning entitlement or EFE, the parents will have signed a contract to agree to their child's regular attendance at pre-school. The register may be audited by the local authority and all absences are recorded for this purpose.

As it stipulates in the Code of Practice 2017, holidays should be taken outside the free entitlement period where possible. A maximum of 4 weeks holidays are allowed in any financial year. Parents will be asked to complete a Holiday request form. Holiday sheets and absence forms will be kept with the funding contract for 6 years after the child leaves the setting.

Any additional holiday over the 4 weeks will be paid by the parent, in accordance with the Code of Practice.

All parents are given a copy of the signed contract, to advise them of their responsibility and that of the pre-school's responsibility to them.

Signed at a meeting on .....

By.....

Position held.....

Review date.....