

Attendance Policy & Procedure

Good attendance is essential if children are to be settled and take full advantage of the learning and development opportunities available to them.

At a young age continuity and consistency are important contributors to a child's well-being and progress and regular attendance at preschool can set good practice for statutory school.

Policy

- All parents are made aware of the importance of regular attendance prior to entry and of the importance of collecting children on time. We ask that children attend at least 85% of their sessions, this is measured termly.
- If your child falls below this attendance without good reason Busy Otters reserves the right to withdraw your child's space and offer it to someone else on the waiting list. Should your child be claiming government funding, the Local Authorities will be informed of the low attendance and it will be down to their discretion if they choose to withdraw your funding from us.

Procedure

All parents are made aware of the expectation that they inform the preschool directly, by telephone or in person on the first day of absence if possible before the session begins. If we have not heard from you then we will make contact that day.

- If the child is known to Social Care then they will be informed of the unauthorised absence after 2 days of no contact.
- For other children, if after one week there has been no contact the preschool will send a letter to the family.
- After two weeks, if there has been no contact the preschool reserves the right to remove the child's name from the register and the place allocated to another child on the waiting list.

Leave of absence for family holidays and special occasions

- If you are going away on holiday, we ask that you fill in a holiday form. This will help us to rule out any unnecessary safeguarding concerns also to make sure we have the correct staff to child ratios. Please can you also inform us if you know you are going to be off for the odd day for other occasions such as hospital appointments, birthdays and illness.

Signed.....Chantelle West.....(on behalf of the committee)

Signed.....Carol Clarke.....(Manager)

Date.....15/01/2024.....

To be reviewed annually