Leafield
PRE SCHOOL
Registered as a Charitable Incorporated Organisation
Registered Charity Number: 1177735 Early Years Number: 562197

Attendance Policy

Policy statement

The Statutory Framework for the Early Year Foundation Stage (2014) and the Common Inspection Framework 2015 expects Early Years practitioners to promote good attendance within their settings.

At Leafield Pre-School we realise that regular attendance by children is very important in order that they may become confident with a regular and consistent schedule. Even for very young children, there are positive benefits to be gained from regular attendance, whatever the weekly pattern of childcare or schooling. This includes not only coming to every planned session, but also arriving on time.
Children who attend every planned session develop a feel for the rhythm of the week, gain a sense of security from some regular elements and find it easier to build and sustain a range of social relationships.

This policy sets out the procedures to be followed in the event that a child is absent from Pre-school.

Procedures

- Parents/carers must inform the Pre-School if they are planning holidays during term time so that we can record this in our register.
- If your child is sick or cannot attend for some reason, you must call us before 9.15am that day to let us know on the Pre-School phone number 01993 878667
- If we have not heard from you by 9.35am the Pre-School supervisor will contact you to establish why your child is absent. All absences will be recorded appropriately.
- If we are concerned about the welfare of a child we reserve the right to contact social services.
- Fees remain payable during periods of absence, unless alternative arrangements have been agreed.
- In the case whereby a child is in in receipt of Early Years Free Entitlement the Pre-School is obliged to notify Oxfordshire County Council if they are absent for more than 2 consecutive weeks in a term unless a return date has been confirmed prior or during the 2 week period of absence.

Please sign below to say that you have read and agree to the above policy and procedure:

Name	Role	Sign	Date	Sign	Date	Sign	Date