

Attendance policy

Heath Barn Preschool is committed to encouraging good attendance for all children to enable them to benefit fully from their early years funded education. We believe that regular attendance is vital for establishing good habits, effective learning and for children's personal and social development.

Our Aim

- For children and parents to feel supported and valued and for them to want to attend all their allocated sessions.

Responsibilities

- It is the responsibility of parents to ensure regular and punctual attendance for their children.
- Setting staff are trained in recognising the wider safeguarding concerns that patterns of lateness / absence may indicate.

Practice

- Parents should advise the preschool of known absences for their child, for example holidays, hospital appointments etc.
- Parents should contact the preschool when their child is absent through illness, either by phone or email on the first day of absence. Preschool will contact parents (and other emergency contacts if needed) to check the reason for absence if a child does not attend their next session and we have not been informed of the reason for absence. This is in line with our safeguarding practice.
- Absence information from parents also helps the preschool to manage any incidents of illness which may impact on other children or their families, for example, chickenpox or winter sickness illnesses.
- Attendance will be monitored by the preschool.
- Preschool will inform parents promptly if there are concerns over absences or persistently late arrival.
- Where absences are frequent or lateness regular, the setting will invite the parents to a meeting. The aim of this will be to identify and resolve any difficulties which are preventing the child from attending the setting. Parents will be made aware of the importance of regular attendance; especially in preparation for when the child reaches statutory school age.
- If a referral to Children's Services is considered appropriate, this will be made in line with our safeguarding policy and procedures.