

TURVEY PRE-SCHOOL PLAYGROUP

The Reading Room, High Street, Turvey, Bedfordshire, MK43 8DB

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Registered charity no.295055

Attendance and punctuality Policy

Turvey Pre-school believe that good attendance and punctuality are important for children to settle well with us, to be happy and confident learners and for them to access the best quality Early Years education in their crucial development between birth and 5 years.

We want to ensure that good habits are formed early so that children are school ready.

We understand how attending Pre-school is not a statutory requirement, and therefore we want to work well with families for them to see the benefits of attendance and how it can support children moving onto Statutory education within schools.

Aim for the Policy:

To create good parent partnership and promote the highest levels of regular attendance. To enable Turvey Pre-school to ensure a good foundation for future learning is created.

Turvey pre-school aim to create an environment where parents can talk to us about any concerns regarding attendance. Turvey pre-school will take into account individual circumstances and work with families to resolve barriers to attendance.

Staff.

Our dedicated team will be responsible for the day-to-day oversight of attendance at the Turvey Pre-school:

- Complete a register which aids monitor individual attendance on a day-to-day basis;
- Use the attendance sheets to monitor absences. Giving details of notification and reason from Parents / carers.
 - Staff will contact parents / carers if child has not attended and there has been no explanation is given.
 - We will work together with parents / carers and partner agencies to overcome barriers to attendance with the child as priority.

Parents / Carers:

Are expected to ensure that their child/ren attend Pre-school each session they are booked into.

- To notify the school of their child's absence as soon as possible, either through e.mail, phone call or if it's a planned reason notification can be carried out in person prior to the absence.

Illness:

If children are unwell, then they need to stay at home until better.

We ask that parents phone or email, to notify us of this.

Other absences :

If there is concern for regular absence then the Leader or designated person will contact parents / carers to work together and support to improve attendance.

This may include offering Early help to support the family, involving agencies or where possible offering alternative or extended sessions to ensure that the child's attendance improves.

Rationale:

Turvey Pre-school are very aware of regular attendance and the benefit this has on our Children.

Through regular attendance children will have consistent routines, children will be able to build their secure attachments which they need for healthy development.

Research shows that regular part-time attendance from the age of two in a good quality early years setting has a lasting impact on children's social development and intellectual attainment throughout school. (Research Brief RBF15-03 The Effective Provision of Pre-school Education Project: Findings from the Pre school Period. Sylva et al, IOE, 2003).

Regular attendance has a positive impact on all aspects of a young child's learning and development. A regular routine supports the young child to feel settled and secure. Unsettled children have higher stress levels which, in turn, prevent them from being able to benefit fully from the learning opportunities available.

Turvey Pre-school take steps to ensure that children are kept safe, that their wellbeing is promoted, and they do not miss out on their entitlements and opportunities. At the very least, good attendance promotes good outcomes for children. In a small minority of cases, good attendance may also lead to early identification of more serious concerns for a child or family.

Turvey Pre-school understand that there may be several reasons why a child may be absent.

We ask that parents / carers inform us as soon as possible, or in the case of planned appointments or holidays give adequate notice.

Parents are to contact Pre-school and inform us of any absence within one hour of the start time of their session.

Procedures

We promote good attendance and punctuality by:

- Ensuring children attend for the expected hours, arriving and leaving at the stated pre-school session times
- Recording arrival and departure times within our register.
- Recording late arrivals or early collections within the register on our chronology of significant events form

- Monitoring late arrival and early collection / absences
- Requiring parents to call the setting if they are going to be late or absent
- Requiring parents to report sickness by 9.30am, which is then recorded on our chronology of significant events form
- Requiring parents to inform the setting of any planned holiday and recording these with 'H' in the register and within our Chronology of significant events form.

Requiring parents to inform the setting of any planned appointments and recording these within our Chronology of significant events form.

- Monitoring children's attendance. There will be no fee reductions or reimbursements for any child absenteeism.

Supporting families

We recognise that sometimes families may need extra support with attendance and punctuality, therefore good communication is essential between them and their child's key person.

We will work with parents/carers to support a child's good attendance and punctuality.

Where children's attendance is poor and not improving, we will talk to the family about the available support from their local children's centre / Early help team such as implementing bedtime routines or attending parenting classes.

We will meet with parents to work together on an individual support plan to improve attendance.

Changes to sessions attended

If you wish to leave the pre-school, we require written notification at least four weeks before the end of any given term.

Failure to give sufficient notice will result in pre-school losing vital funding for which the parent will have to pay.

Poor/irregular attendance

Whilst attendance at an early years setting is not mandatory, regular poor attendance may be indicative of safeguarding and welfare concerns that should be followed up.

- In the first instance the leadership team should discuss a child's attendance with their parents to ascertain any potential barriers i.e. transport, working patterns etc and should work with the parent/s to offer support where possible.
- Where there are already safeguarding and welfare concerns about a child or a child protection plan is in place, poor/irregular attendance at the setting is reported to the Social Care worker without delay.

