



## Tickton Pre-school and Play Pals, Children's Attendance Policy.

### Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS).

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

Unique Child

Positive Partnerships

Enabling Environment

Learning and Developing

## EYFS

### Safeguarding children.

At Tickton Pre-school School we believe 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. We believe regular attendance at Pre-school can set good practice for statutory school.

Our aim is: to create a culture in which good attendance is 'normality' and valued - to value the individual and be socially and educationally inclusive - to be consistent in implementation of our policy and procedures.

All parents are made aware of the importance of regular attendance prior to entry and of the importance of collecting children on time. Our safeguarding policies outline our practice if a child is not collected from Pre-school.

Appropriate action is taken when children stop attending our setting or do not attend regularly. Managers and staff are alert to any signs that children and learners who are missing may be at risk of neglect and/or abuse and we respond appropriately in line with setting safeguarding policies.

Tickton Pre-school collates and monitors attendance information for all children each half term in line with safeguarding good practice as outlined in '**Inspecting safeguarding in early years, education and skills settings**'.

All parents are made aware of the expectation that they should inform Tickton Pre-school by telephone on the first day of absence. If a child is absent for a second day without notification the school will contact the family by telephone to find out the reason for the absence. If the child is known to Children's Social Care they will be informed of the unauthorised absence.

If after one week there has been no contact the school will send a letter to the family. If there is still no response after a further week the school will inform the Education Welfare Service. An Education Welfare Officer will liaise between home and school and is able to advise and support families on the importance of regular attendance. If after one month there has been no contact the child's name will be removed from the register and the place allocated to another child on the waiting list. The Local Authority will be informed that the child has left the pre-school.

Leave of absence for family holidays Guidance issued by the Local Authority is that holidays in term time should be discouraged. Leave of absence for longer than two weeks will only be considered an authorised absence in exceptional circumstances.