



Berry Harbor Preschool  
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## **Absent child Policy**

Should your child be unable to attend our setting on their nominated day, we would ask that you give an explanation by phone, text or email. Children's attendance will be monitored closely. If we do not have an explanation of absence, we will endeavour to contact you that day. If we fail to make contact within 48 hours by phone or email, this may result in the Preschool contacting Children's Services. (This is in accordance with the Children's Act 2004.)

This policy reflects the vision and the aims of this preschool by:

- Encouraging staff, parents/carers, and children to maximise the learning experience in order that all children reach their full potential.
- Providing clear procedures for involving parents/carers relating to the setting attendance.

## **Principles**

- Regular and punctual attendance is of paramount importance in ensuring that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late and research has shown the negative effect of absence.
- Children should be at preschool, on time, on the day they are booked in, unless the reason for the absence is unavoidable.
- Children should arrive at preschool at the time their session start for registration. Notes are recorded on the register as to the reason for the late arrival.
- If a child is reluctant to attend the setting, communication between parent and preschool is encouraged. It is never better to cover up a child's absence or to give into pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.
- Every half-day absence must be classified by the setting (not by the parents/carers). Therefore, information about the cause of each absence is always required by the preschool.
- As an Early Years setting, we actively encourage parents to support us in this policy, as our absence statistics are scrutinised by Ofsted and have an impact on the overall judgement a setting is given.
- Parent/carers are expected to contact the setting at an early stage and to work with the staff in resolving any problems together.
- If difficulties cannot be sorted out in this way, the setting may refer the child to the Children Services.
- It is the parent/carer responsibility to contact the setting either by telephone or in writing via email whenever the child is absent.

This must be on the first day of absence by 9.30am and subsequently daily.

## **The role of staff**

The preschool leader completes a register at the beginning of each morning and afternoon session. If parents/carers have not explained the reason for absence by 10am, the preschool leader or key person will ring the parent. If no explanation is given it is entered as unauthorised. The preschool leader takes appropriate action when absences is a concern and contacts the parents/carers to discuss attendance issues.

**Procedures**

Absence is either authorised, such as in the case of illness or of religious/cultural observance, holidays or unauthorised, when there is no reason given for such absence or when it is considered that the explanation is unjustified or unreasonable.

Monitoring of these records will take place regularly and letters and/or meetings will be sent/arranged by the setting, including a referral to the Children Services, where necessary. If absence is a persistent problem (15% or more) a meeting will be arranged at the setting with the parent and the preschool leader.

**Arrival times and lateness**

In preschool we are trying to get children ready for school, so it is essential for your child to attend on time.

Registration is 9:00 am or 12:00pm and it is necessary for children to be punctual.

When children arrive late this can disturb our registration and circle time so please try to attend as it is good for the children for their routine and they miss out.

Berrynarbor Preschool adheres to the Early Years Foundation Stage Curriculum and acts on advice given by the Devon County Council in conjunction with Ofsted.

This policy was adopted at a meeting of Berrynarbor Preschool held on 06/06/2007

This policy was review and revised on 24/08/23

Signed on behalf of the preschool..... Date.....