**Section - 1.10 Attendance Policy**

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**Policy Statement**

Little Apples of Bramley promotes good attendance and punctuality in partnership with parents and carers in early years, ensuring that good habits are formed early so that children are school ready. It is only in ensuring regular attendance that pre-school can effectively safeguard children.

**Rationale**

Regular early years attendance is important for all children as it is only through regular, consistent routines that children build up the secure attachments 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.

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.

We believe that:

• Regular attendance and good punctuality are important for maximising achievement and obtaining the greatest benefit from education

• Good relationships with children and their families are vital in encouraging regular attendance and punctuality

• Children settle well and want to attend settings when they feel valued and have a sense of belonging

• Good habits of attendance and punctuality are key skills for adult life

**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 on the register.
* Monitoring late arrival and early collection via the paper register.
* Requiring parents to advise the setting if they are going to be absent.
* Communicating with parents and following up on non-notification of absences.
* Following up consistent poor attendance and punctuality and making a record of it as appropriate.
* Making contact with parents/carers and, if appropriate, using the contact emergency details they have provided to try and establish why their child is absent.

This contact will be by phone to the child’s primary carer(s) on the second day of an unexplained absence and we may contact any or all of the emergency contacts provided. We ask for a minimum of three different individuals as emergency contacts for each child. It may also be deemed appropriate to carry out a home visit, when two members of staff will attend together, particularly where there is a safeguarding concern.

**We reserve the right to contact Child Services if a child is absent for a prolonged period without satisfactory explanation (over one week), or sooner where there maybe other safeguarding concerns.**

**Working with parents and families.**

We acknowledge that attendance in education is not statutory until the term after a child’s fifth birthday. Therefore, parents of children under 5 can take their children on holiday in term time. We ask to be notified of this in advance.

Parents have the right to book all their entitled hours under the EYE grant scheme. We accept that work schedules, rotas and shifts, along with childcare issues may mean children do not attend for all these hours every week. We ask to be notified of any deviation from normal attendance patterns.

We understand that parents want to spend quality time with their pre-school children and children maybe absent for trips, family celebrations and treats. These times are important to build cultural capital and families are supported in this. We ask to be notified of these absences.

**Absences due to illness or medical treatment.**

Parents are provided with the document “Is my child well enough for pre-school” and it is available on our website. This provides our overall guidance on keeping children off pre-school when they are unwell. When a particular illness is being reported, advice will be sent to parents by email. Parents must advise us of the reason for absence by phone/text to 07598588460 or email to [manager@littleapples.org](mailto:manager@littleapples.org)

Where children have routine appointments we ask to be notified in advance and to be copied in on any medical reports.

**Guidance and research**

The Effective Provision of Pre-School Education (EPPE) Project [untitled (ioe.ac.uk)](https://dera.ioe.ac.uk/id/eprint/8543/7/SSU-SF-2004-01.pdf)

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| **This policy was adopted by Little Apples of Bramley** |
| **On 2nd September 2024** |
| **Date to be reviewed** |
| **Signed on behalf of the management committee *J V Whatley*** |
| **Name of signatory J V Whatley** |
| **Role of signatory Manager** |