

Guildhall Feoffment Preschool & Nursery

**Non-Attendance Policy**

**Aim:**

Our Pre School-Nursery will give a high priority to conveying to parents and carers the importance of regular and punctual attendance. We recognise that parents/carers have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance. Parents/carers will be contacted when a child is unexpectedly absent (after one day) and we have not been informed. Attendance will be monitored and if there are problems which affect a pupil’s attendance we will investigate, identify, and strive in partnership with parents/carers to resolve those problems as quickly and efficiently as possible.

We realise that regular attendance by children is very important in order that they may become confident with a regular and consistent schedule. Even for very young children, there are positive benefits to be gained from regular attendance, whatever the weekly pattern of childcare or schooling. This includes not only coming to every planned session, but also arriving on time.

Children who attend every planned session develop a feel for the rhythm of the week, gain a sense of security from some regular elements and find it easier to build and sustain a range of social relationships. This is especially true for children who come from disadvantaged backgrounds.

This policy sets out the procedures to be followed if a child is absent from our setting.

**Procedure**

* Parents/carers must inform the setting if they are planning holidays so that we can record this in our register.
* If your child is sick or cannot attend for some reason please let us know as soon as you can on the day of absence.
* If we have not heard from you by the second day the setting will contact you to establish why your child is absent. All absences will be recorded appropriately.
* If we are concerned about the welfare of a child we reserve the right to contact social services.
* Fees remain payable during periods of absence.
* We will regularly monitor attendance pattern and if we are concerned about your child’s absence we may have a discussion with you to establish the cause of the poor attendance.

Signed: T Bucher

Dated: February 2023 Review Date: February 2024