

ABSENT CHILD POLICY



ADMINISTRATION

Policy statement

The best for every child	High quality care	The Curriculum	Pedagogy	Assessment	Self-regulation and executive function	Partnership with Parents
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1007446/6.7534_DfE_Development_Matters_Report_and_illustrations_web_2_.pdf						

Procedures

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 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 mail, this may result in Mayfield Pre School contacting Children's services. (This is in accordance with the Children's Act 2004.)

This policy reflects the vision and 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 nursery, on time, every day the setting is open, unless the reason for the absence is unavoidable. Permitting absence from pre-school or a funded 2-year-old place without a good reason must be acted upon by the setting.

Children should arrive at the setting no later than 09.15am for morning sessions 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 nursery is encouraged.

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. Parents/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's Services.

It is the parents'/carers' 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 staff complete a register at the beginning of each morning and afternoon session, if parents/carers have not explained the reason for absence by 9.30am, the Manager or Deputy will ring the parent. If no explanation is given the Office enters this as unauthorised.

When appropriate practitioners raise any concerns with the Manager who takes appropriate action. When absences are a concern they will contact the parents/carers to discuss attendance issues

PROCEDURES

Absences can be authorised, such as for illness or religious observance, or unauthorised when no valid reason is given. Regular monitoring of absences will occur, and letters or meetings will be arranged if necessary, including referrals to Children Services.

If absences persist (15% or more), a meeting with the parent and manager will be scheduled.

ARRIVAL TIMES AND LATENESS

In pre-school, we aim to prepare children for school, making punctuality essential. Registration begins at 9 am, and it is important for children to arrive on time. When children are late, it disrupts our registration and circle time activities. Therefore, please ensure timely attendance, as it greatly benefits the children's routine and learning experience.

This Policy was written by	Paige Merrick
This policy was adopted by	Mayfield Preschool Staff and Trustees
Date	1 st November 2024
Review Date	1 st November 2025

Review Log

Review Date	Brief Details of Amendments	Amended By	Agreed By
1 st November 2025	Names amended	Paige Merrick	Mayfield Preschool Staff and Trustees