



Attendance Policy

This policy sets out the expectations and procedures for attendance at Pavilion Pre-School and Breakfast & After School Club. Regular attendance is vital to ensure the safety and well-being of all children and to support continuity of care and learning.

Aims

- To promote consistent attendance and punctuality.
- To ensure children's whereabouts are always known and monitored for safeguarding purposes.
- To maintain accurate attendance records for all sessions.
- To work in partnership with parents and carers to support attendance.

Registration and Attendance Recording

- A daily register will be taken at the start of each session (morning, afternoon, breakfast, and after school).
- Attendance will be recorded promptly, showing children present, absent, or collected early.
- Registers are treated as legal documents and retained in accordance with record-keeping and safeguarding requirements.

Absence Notification

- Parents/carers must notify the setting as soon as possible if their child will be absent, stating the reason.
- If a child does not attend and no notification has been received, staff will contact the parent/carer to ensure the child's safety.

- Unexplained absences of more than two consecutive sessions may be followed up in writing.

Punctuality

- Parents/carers are expected to ensure children arrive and are collected on time.
- Pre-School session times are: 9.00 am - 12.00 pm and 12.00 pm - 15.00 pm.
- Breakfast Club operates from 07.45am until 09.00 am.
- After School Club operates from 15.00 pm until 18.00 pm.
- Late arrivals should be reported to a member of staff so the register can be updated.
- Persistent lateness may be discussed with parents/carers to identify any support needed.

Collection of Children

- Children must be collected by the agreed time.
- If a parent/carer is unavoidably delayed, they must contact the setting immediately.
- Late collections may incur a charge as outlined in the fees policy.
- Only authorised adults (as stated on the child's registration form or persons we have been made aware of) may collect a child.

Holidays and Planned Absences

- Parents/carers should inform the setting in advance of any holidays or known absences.
- Fees remain payable during periods of absence unless otherwise stated in the terms and conditions.

Persistent Absence or Irregular Attendance

- Regular attendance is important for children's social and emotional development.
- If attendance becomes irregular, the setting will discuss concerns with parents/carers to offer support.
- Continued non-attendance without communication may result in the child's place being withdrawn.

Safeguarding Concerns

- Unexplained or frequent absences may raise safeguarding concerns.
- Staff will follow the setting's Safeguarding and Child Protection Policy and, if necessary, contact the local authority designated officer or Children's Social Care.

In addition to the above, regular attendance at pre school provides positive benefits as follows:

Supports learning and development

- Consistent routines help children feel secure and understand what to expect each day, which is vital at this age.
- Regular exposure to learning activities helps children build on previous experiences — learning is most effective when it's continuous and not interrupted.
- Early skills such as communication, listening, early literacy, and number awareness develop best through repeated practice and reinforcement.

Encourages social and emotional growth

- Being at preschool regularly helps children form strong relationships with their peers and adults.
- It builds confidence, cooperation, and social skills — essential foundations for school readiness.
- Regular attendance reduces anxiety about separation from parents and helps children settle and adjust more easily.

Prepares children for school

- A regular preschool routine helps children get used to structured days, following instructions, and group activities.
- It promotes independence and resilience, making the transition to primary school smoother and more successful.

Promotes good attendance habits for life

- Establishing the importance of coming to preschool every day (when well) helps set positive patterns for future school attendance.

Supports families and educators

- When children attend consistently, staff can track progress accurately and provide timely support if there are developmental concerns.
- It allows parents and educators to work together effectively to support the child's needs.

This policy was adopted in June 2025

This policy will be reviewed annually or as required

Last updated: 13.11.2025

Signed by Chair of Trustees:



Signed by Operations Manager:

