



Attendance Policy

Even for 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 being there on time. So it is important that all staff understand why good attendance by children and good attendance practice among staff both need to be maintained.

Benefits of good attendance include:

1. It builds in young children the idea that getting up and going to school or preschool is simply what you do.
2. Children who attend every planned session develop a feel for the rhythm of the week and gain a sense of security from some regular elements, even when the actual pattern or focus of their learning or activity may vary widely from week to week.
3. Young children find it easier to build and sustain a range of social relationships when they regularly attend their childcare setting.
4. For some families, particularly at times of stress, the child's regular attendance at school or preschool allows parents the space to deal with their current circumstances knowing their child is safe and cared for at Pavilion Preschool.
5. Children who rarely miss sessions at preschool and come on time are more likely to feel good about themselves. This is because they know what goes on and what to expect, feel more confident with the adults and the other children and have more opportunities to be valued and praised for their own special contribution.
6. Children who regularly miss sessions or are generally late, can frequently experience a sense of having to try a little bit harder just to understand what is going on and what other children are talking about or doing.

7. Regular attendance, on time, helps many young children to separate from their parents or carer at the start of the day and settle more readily into daily life at Pavilion Pre-School
8. Staff carefully plan every session for each child in their care and want to take every opportunity to help them thrive. Experiences gained in one session are often developed further in the next session, whether or not this is the next day.
9. Children learn in different ways through play with others and through being in the company of staff who actively support their learning and development.
10. Underachievement is often linked to lower attendance. For some older students this is linked to a steadily deteriorating trend in attendance which is traceable right back to their first class in school ("Reception") or even their preschool setting.

For all these reasons, good attendance and arriving at Pavilion Preschool on time is important for every child.

Most children are well supported by their families and continue to thrive, whatever their background or circumstances. However, there are some factors in children's lives which make it more likely that they will experience some difficulty in staying safe, having good health, enjoying and achieving, making a positive contribution and benefiting from economic well being. So it is particularly important to pay close attention to the patterns of attendance for potentially vulnerable groups of children, including, for example:

- Children facing difficult family circumstances e.g. housing problems, bereavement, separation/divorce
- Children from families experiencing some degree of financial hardship, e.g. in receipt of benefits
- Children with additional needs
- Children with English as an additional language (EAL) or from black and minority ethnic (BME) families

- Children about whom other agencies have raised concerns, including those supported through the Early Help Assessment Tool (EHAT)

Recording and monitoring attendance

At Pavilion Preschool the following measures are taken to record and monitor attendance:

1. A daily register is taken when the children arrive.
2. A code system is used to record absence: S Sick, H Holiday, U Unexplained absence, X Days/sessions when not due in.
3. A record of explained absences is kept: in the office, emails stored in a specific label on the pre-school computer, parental notes stored in attendance cardboard file.
4. Parents/carers are asked to phone, text, email or send in a note to explain their child's absence. This request is written in our welcome pack for new families, and regular reminders are put in the newsletters.
5. We keep accurate information about parents, carers and others who may accompany the child to and from school or preschool.
6. Key workers know who has legal right of access to each child and know the family situation for each of their children.
7. Key workers discuss attendance and punctuality at termly parents meetings
8. Staff are responsible for completing the register correctly, using appropriate absence codes.
9. The room leaders duties with regard to attendance are as follows:
 - Monitors the register on a daily basis and inform manager
 - Ensure that the code system has been used
10. The preschool manager will:
 - Record any reported absences in the Attendance Diary
 - Check emails and organise emails into folder marked ' Absence Notes'
 - Ensure key workers know if their families need to report an absence
 - Chase up outstanding absence notes and meet with family if necessary

- Keep notes of any actions made to help the family in the Attendance Diary
 - Review the attendance register and records on a half termly basis, and record this review in the Attendance Diary.
 - Frequent absence will be recorded in the low level safeguarding folder to assess patterns, If there are concerns a safeguarding officer will seek advice from careline
11. In the first instance, the manager/ deputy manager will chase up unexplained absences. The manager must record attempts made to obtain absence explanations in the attendance diary. If these attempts are unsuccessful, the preschool manager will arrange to meet with a parent/carer to discuss attendance issues.

Promoting and supporting good attendance

At Pavilion Pre-School we are committed to doing the following to help promote and support good attendance:

1. Having a positive and welcoming atmosphere
2. Praising for good attendance and for arriving on time
3. Being sensitive to and supportive of families from a range of cultures and backgrounds
4. Building good relationships between children, families and staff
5. Being rigorous in monitoring attendance and in identifying and analysing patterns of absence and the number of sessions missed
6. Being rigorous and persistent in seeking and recording explanations for absence, however sensitively this is done
7. Being aware of additional factors in the pre-school's relationship with the family (e.g. EAL, learning difficulties) and making sure that appropriate means of communication are used at all times

8. Making sure (through induction and regular reminders in staff meetings) that all key workers know what to do, and who to tell, if:
 - a child is absent/late
 - a child has a changeable or deteriorating pattern of absence or lateness
 - a child goes missing.

9. Making sure that pre-school knows where to turn for advice or support or whom to alert if concerns arise.

This policy was adopted September 2018 and will be reviewed annually or on a need to do basis.

Signed by the Preschool Committee: Date:
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Signed by the Preschool Manager: Date:
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