

St Michael's Pre-School

Child Absence Policy

Statement of intent

The early years are a critical time to establish the good habits and routines needed throughout life and to get the key messages about the importance of good attendance and punctuality at pre-school across to parents/carers. It is part of our duty in supporting the welfare and safeguarding of children in our care, to maintain the importance of good attendance at our setting. There can be particular issues in maintaining good attendance and punctuality for families with very young children, which need to be dealt with sensitively and proportionately. Regular attendance is important for all children, insofar as it is only through regular, consistent routines that children build up the secure attachments they need for healthy development.

Procedures:

- To ensure all parents/ carers are aware of the requirement to inform the setting if their child is going to be absent for their session.
- This must be done by telephone on the Preschool number: **07501 656410** as early as possible on the first day of absence.
- In the event of an illness with set exclusion periods, e.g. a contagious disease or temperature, the parent/carer must inform the setting of the expected date of their child's return. If this date changes the parent/carer must contact the setting again to inform them of a further absence.
- In the event of the parent/carer **not** contacting the setting, the pre-school manager or deputy will attempt to make telephone contact with them to obtain the reason for the absence. **In accordance with Hertfordshire Safeguarding Children's Board (HSCB), if we do not hear from you on the day the child is absent we are required to telephone you to ascertain the reason for the child's absence. If we cannot get hold of you we will on the second day of absence contact the emergency contacts on your registration form.**
- Absence due to illness, religious/cultural days of observance or booked holidays, will be classed as **authorised** absences. However absence without any reason given, or without any contact being able to be made despite our attempts, will be classed as **unauthorised**.
- Records are kept for children who are absent from the setting.

Dealing with unauthorised absences

- If a child has regular unauthorised absence the parent/carer will be reminded of the importance of good attendance at our setting.

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- If there is a further unauthorised absence, the Pre-school Manager will arrange a brief meeting with the Parent/carer to find out if there are any issues they might need support with. A written record will be held of this meeting
- Any further unauthorised absences will prompt action in accordance with our Safeguarding policy and procedures

Dealing with authorised absences

- Young children will be ill from time to time and as a setting we fully understand that. However repeated absence due to illness can in rare cases be a sign that further support is needed.
- If a pattern of absence is apparent, parents/carers will be contacted to arrange to come in and discuss this further. A written record of this will be kept.
- It may be that medical advice is necessary, for example in the case of a child who repeatedly gets ill with the same thing; this should not be seen by the parent/carer as a direct fault of their own and we want all families to understand that we are here to support them, whilst maintaining our own obligation to consider the welfare of the children as our priority.

Punctuality

From starting at pre-school, parents/carers must make sure their child arrives at the setting on time, every day. This encourages habits of good timekeeping and lessens any possible disruption to the daily routine for their child and the other children.

This policy was adopted at a meeting of

St Michael's Pre-school

Held on

January 2018

Date to be reviewed:

December 2019

Signature:

Maggie Davidovitz

Pre-School Manager

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