



High Legh Preschool Nursery - Attendance Policy

'Even when you're very small good attendance makes a BIG difference'

Aim

To promote good attendance and punctuality in partnership with parents and carers in Early Years, ensuring that good habits are formed early, so that children are ready for school.

Rationale

Regular attendance has a positive impact on all aspects of a young child's learning and development. A regular consistent routine supports the young child to feel settled and build up the secure attachments they need for healthy development.

At High Legh Preschool Nursery we believe that:

- Children settle well and want to attend Preschool when they feel valued and have a sense of belonging.
- Good relationships with children and their families are vital in encouraging regular attendance and punctuality.
- Good habits of attendance and punctuality at a young age are key skills for preparation for school and their adult life.

Once children are five, their attendance in school is statutory and all Cheshire schools have an attendance target of at least 96%. Establishing good habits of attendance in the early years will help to ensure that all children have at least 96% attendance by the time they enter their reception class.

Procedures

At High Legh Preschool Nursery we promote good attendance and punctuality by:

- Monitoring children's attendance and noting any absence patterns.
- Requiring parents to call the setting if they are going to be late or absent.
- Requiring parents to report sickness to prevent further outbreaks.
- Communicating with parents and following up on non-notification of absences as part of promoting good attendance and punctuality. Parents will be required to complete an absence form.

Procedures to be followed if a child is absent from Preschool

- Parents should inform nursery by 9.30am if their child is sick and cannot attend Preschool. A telephone call is preferable, we have an answer phone in operation and a message can be left on 01925 756061 at any time. An email may always not be accessible to staff but can be used for advance notification of absences. Email: nursery.highlegh@gmail.com
- Fees will still be payable if a child is absent.
- Parents must inform Preschool in advance if a holiday is planned during term time. This will be recorded as an absence in our register. Fees will still be payable if a child is absent on holiday.
- If a child is absent and no contact has been made, the Manager or Deputy Manager will call to establish why the child is absent.
- If we are concerned about the welfare of a child, we reserve the right to contact Social Services.
- We must notify Cheshire East Council where children in receipt of Early Years Free Early Education Entitlement are absent for more than 3 weeks in a term. If funding is reclaimed by Cheshire East Council, then fees will apply to unfunded sessions

Supporting Families

We recognise that sometimes families may need extra support with attendance and punctuality, therefore good communication is essential between parents and carers.

High Legh Preschool Nursery will work with parents to support their child's good attendance and punctuality and will offer advice regarding the implementation of bedtime routines, or sourcing parenting classes etc. where a child's attendance is poor and not improving.

Safeguarding

We all have a duty to keep children safe and protect them from harm, very poor attendance could be an indication of neglect and be a safeguarding issue.

Allocation of places – (see Admissions policy)

- Pre-school is funded for 38 weeks of the year; term dates may differ slightly from that of the local school.
- We will endeavour to allocate preferred sessions; however, this cannot be guaranteed. Older children who will be starting school in the Autumn term will be given priority about increasing their sessions if sessions are in demand.
- Once a child's attendance sessions have been determined, four weeks' notice must be given to change them, this includes increasing or decreasing attendance.
- Increases to a child's Free Early Education Entitlement (FEEE) will not be permitted mid-term. Increases must be made at the beginning of the term and a parental declaration form must be completed.
- A child may be able to increase their attendance mid-term, but fees will apply until the increase in FEEE can be applied for.

- Under exceptional circumstances Cheshire East Council will consider increasing funding mid-term, parents should email fee.teameast@cheshireeast.gov.uk stating these reasons should they wish to do so.

- Extra sessions may sometimes be available if there is space and adequate staff available to supervise additional children. These extra sessions must be arranged with the Management and will be invoiced at the usual session rate.

- Sessions may not be swapped if your child cannot attend their usual sessions

- Fees are payable for any bank holidays falling within term time.

Withdrawing a place in the event of your child being allocated funding

It is important that as a parent you commit to your child's consistent attendance. Demand for places is very high, poor attendance may result in a child's place being withdrawn.

We must notify Cheshire East Council where children in receipt of the Free Early Education Entitlement (FEEE) are absent for more than 3 weeks in a term.

The process for High Legh Preschool Nursery formally withdrawing a child's place is as follows:

- If no contact is made by the parents on the first day of absence, the Preschool will attempt to contact the family via telephone and email. *

- The Preschool will continue to attempt twice weekly contact through phone and email.

- During the fourth week of absence the Preschool will send a letter to invite the parent to a meeting to discuss the situation and to warn them of the action that will be taken after six weeks of nonattendance.

- If no contact can be made with the parent, the Preschool will send a recorded delivery letter in the sixth week, explaining that the place will be withdrawn on a specific date.

- Fees may be payable for a child's place where Cheshire East Council have decided the child is no longer eligible for the Free Early Educational Entitlement.

- The safeguarding procedures will be followed if at any time a child's absence is deemed as a safeguarding issue.

Transition

If you decide to move your child to another setting, then please inform us so that we can take them from our register and send on records to the next setting to ensure a smooth transition.