

ATTENDANCE AND PUNCTUALITY POLICY

We hope to instil good habits in punctuality and attendance in children and their families. We encourage parents and carers of children attending Sunrise Preschool to be punctual and ensure their children attend regularly.

Regular attendance is vital for children, and is monitored for safeguarding.

Attendance and attainment are directly related and therefore it is essential that children attend nursery every day.

We acknowledge that many families travel a considerable distance so as to attend Sunrise School and may be delayed due to traffic or public transport problems.

We also acknowledge that some families need to travel during term time and if this is the case, we ask that we are notified.

Aims.

- To ensure all parents are aware of our attendance and punctuality expectations.

Punctuality Guidelines

Parents are asked to please check through the door or window if possible to see if there is a group time going on before walking in through the door. Entering the classroom during group time is disruptive to the children already settled.

Parents are asked to call by 10.00 if their child is going to be late or if they are not attending and give a reason.

There is a need for arriving on time to ensure educational progress and the need for collecting on time to avoid:

the distress of the child, to keep within legal ratios, and to avoid inconveniencing staff – e.g. lunch breaks / attendance at meetings / staff's own childcare or other commitments outside working hours.

We currently fine parents/carers who are late to pick up their child: £8 per child after their agreed pick up time.

Attendance guidelines

Registers of children's attendance are kept and updated daily.

Messages received from parents to inform us of the reason for a child's absence are recorded on the absence sheet which is kept with the daily register.

Parents are requested to inform us by 10.00 if their child is not going to be in for whatever reason on their **first day of absence**, by calling or texting the preschool mobile number to report their absence. If we have not heard from them by 10.30, we call all the contact numbers provided, including emergency numbers, in order to gain an explanation for the absence. If we still have not been able to ascertain where the child is, then we will try and make a home visit if they are local, and if someone is available. However, if we still haven't been able to get a response then we will **report it to the police** as the child will then be classed a 'missing child'. This is in line with directives from Haringey Local Education Authority Child Protection Advice.

Concerns about frequent or prolonged absence will be discussed with parents / carers and senior staff who will make every effort to support families in improving the attendance of their child at school.

Vulnerable children and those who have a protection plan are subject to more focused daily monitoring according to the requirements of the care plan. This normally involves staff making sure that a reason for the absence is communicated to the child's social worker and/or family support worker.

Prolonged Absence In cases of children being absent from nursery for a prolonged period of time, and where contact with the family cannot be made, this will be reported to the local authority.

Attendance Register A child's name will not be removed from the register until we establish where the child has moved to, or at the end of the school year in which they attended – whichever comes first.

This policy was adopted on 11 December 25

Date to be reviewed 11 December 26

Signed on behalf on the Management Committee

Name of signatory **Mary Anne Lovage**

Role of signatory **Manager**