



## Attendance Policy

### **Introduction**

Regular attendance is crucial for children's development and well-being in their early years. This policy outlines our expectations for attendance, procedures for reporting absences and the actions we will take in cases of unexplained or prolonged absences. We are committed to ensuring the safety and well-being of children in our care.

### **Expectations of attendance**

We expect children to attend their scheduled sessions regularly and punctually. Parents/ carers are responsible for ensuring their child's attendance. If a child is unable to attend, parents/ carers must notify us as soon as possible.

### **Reporting Absences**

Parents/ carers must notify the preschool of their child's absence on the day of the absence. Absences can be reported by telephone: 01279 812621 or via email: [ducklingsfarnham@gmail.com](mailto:ducklingsfarnham@gmail.com). When reporting an absence, please provide the child's name, reason for absence (e.g. illness, appointment) and the expected duration of absence.

### **Unexplained Absences**

If a child is absent without notification, we will attempt to contact the parent/carer using the primary contact number provided. If we are unable to reach the parent/ carer, we will attempt to contact the emergency contact provided. All contact attempts and outcomes will be recorded in the child's attendance record. If we are unable to make contact and have concerns about the child's welfare, we will follow our safeguarding procedures.

### **Prolonged Absences**

A prolonged absence is defined as 2 consecutive sessions of absence without a valid explanation. If a child is absent for a prolonged period, we will: Make repeated attempts to contact parents/ carers and emergency contacts. Send a written communication (e.g. email or letter) to the parent/ carer. Consider a home visit, if appropriate. Consult with our safeguarding lead if there are concerns about the child's welfare.

### **Illness**

If your child is unwell, please keep them at home to prevent the spread of infection.

- Please inform us of any contagious illnesses such as chicken pox, or measles.



- Children should not return to the setting until they are symptom free or as advised by a medical profession.

### **Late Arrival/ Early Collection**

Please inform us if your child will be arriving late or collected early. Only authorised persons can collect children. Please inform us of any changes to collection arrangements.

### **Safeguarding**

Staff are trained to identify and respond to safeguarding concerns. Any concerns about a child's welfare will be reported to the designated safeguarding lead. We will follow our safeguarding procedures and work with relevant authorities as necessary.

### **Review**

This policy will be reviewed annually or as needed to ensure its effectiveness and compliance with relevant legislation.

Review: September 2026