



### 3. Attendance

#### Ducklings pre-school policy statement

Ducklings Pre-School realise that regular attendance by children is very important in order that they may become confident with a regular and consistent schedule. Even for very young children, there are positive benefits to be gained from regular attendance, whatever the weekly pattern of childcare.

Children who attend every planned session develop a feel for the rhythm of the week, gain a sense of security from some regular elements and find it easier to build and sustain a range of social relationships.

At Ducklings pre-school it is our intention to improve communication about absences. We aim to ensure methods of communication are available to busy parents and these are accessible through open, fair and clearly communicated procedures.

#### Procedure

- Parents/carers must inform the Pre-School if they are planning holidays during term time so that we can record this in our diary.
- We ask all parents/carers to tell us if their child is going to be absent and to provide a reason, for example because they are sick.
- If your child is sick or cannot attend for some reason, we ask that you call us before 9.30am if your child is due to attend the morning session or 1.00pm for the afternoon session on the first day of your child's absence on the Pre-School phone number 01376 348414, there is an answer phone to take a message if no one is available or you can email; [duckssupervisor@ngca.org.uk](mailto:duckssupervisor@ngca.org.uk).
- If we have not heard from you by 9.30am for a morning session or 1.00pm for an afternoon session the pre-school staff will contact you to establish why your child is absent. All absences will be recorded appropriately.
- We will endeavour to make phone contact with a parent in the first instance. If this is unsuccessful we will text and email.
- If there is no reply when we call the parent and the child does not arrive on the next day we will phone the first emergency contact on the child's registration documentation. This will be a discreet phone call where the emergency contact is not given any details of the child's absence, but they will be asked to let the parent know that we are trying to contact them and to ask them to make contact using the methods above.
- If we are concerned about the welfare of the child we follow our Safeguarding children, young people and vulnerable adults policy (2)

- Fees remain payable during periods of absence, unless alternative arrangements have been agreed with the committee.

## Legal framework

Working Together to Safeguard Children (HM Government 2018)

This Attendance policy was adopted by	NGCA Ducklings pre-school
On	27 <sup>th</sup> March 2023
Date to be reviewed	26 <sup>th</sup> March 2024
Signed on behalf of the management committee	
Name of signatory	Tristan Woolfenden
Role of signatory	Chairperson