***Absent Child Policy***

***This policy is one of Westgate Pre school’s safeguarding policies.***

*If your child should be unable to attend our setting on their nominated day we would ask that you call us to give an explanation by phone, text or email. When your child returns to Westgate Pre school you will be asked to sign an absent form stating the reason for the absence.*

*If we do not have an explanation of absence we will endeavour to contact you that day. If we fail to make contact within 48 hours by phone or mail we will contact Children’s Services. This is in accordance with the Children’s Act 2004*

*This policy reflects the vision and aims of this pre school by:  
•Encouraging staff, parents/carers and children to maximise the learning experience in order that all children reach their full potential.  
•Providing clear procedures for involving parents/carers relating to pre school attendance.*

***PRINCIPLES***

*Regular and punctual attendance is of paramount importance in ensuring that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late and research has shown the negative effect of absence.  
Children should be at pre school, on time, every day the pre school is open, unless the reason for the absence is unavoidable. Permitting absence from pre school or a funded 2 year old place without a good reason must be acted upon by the setting. Children should arrive at pre school no later than 09.00am for morning sessions or 12.45pm for afternoon registration. Any arrival after the register has been taken will be marked in the register as “Late – L” unless a subsequent, reasonable explanation is provided. Notes are recorded on the register as to the reason for the late arrival. If a child is reluctant to attend the setting, communication between parent and pre school is encouraged. It is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse. Every half-day absence has to be classified by the pre school, (not by the parents/carers), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of each absence is always required by the Setting. Authorised absences are mornings or afternoons away from pre school for a reason such as genuine illness or other unavoidable cause.*

*As an Early Years setting, we actively encourage parents to support us in this policy, as our absence statistics are scrutinised by Ofsted and have an impact on the overall judgement a setting is given”.*

*Parents/carers are expected to contact the setting at an early stage and to work with the staff in resolving any problems together. If difficulties cannot be sorted out in this way, the pre school may refer the child to the MASH team.*

*It is the parents’/ carers’ responsibility to contact the pre school either by telephone, text or email whenever the child is absent. This must be on the first day of absence by 9.30.  
In the case of medical appointments, evidence may be required although all appointments should be made outside of the settings hours where possible.*

***THE ROLE OF STAFF*** *Pre School staff complete a register at the beginning of each morning and afternoon session. If parents/carers have not explained the reason for absence by 10am, we will ring the parent. If no explanation is given this will be entered as unauthorised.  
When appropriate, practitioners raise any concerns with the Manager who takes appropriate action when absence is a concern and contacts the parents/carers to discuss attendance issues.*

***PROCEDURES*** *Absence is either authorised, such as in the case of illness or of religious/cultural observance or holidays or unauthorised, when there is no reason given for such absence or when it is considered that the explanation is unjustified or unreasonable.  
Monitoring of these records will take place regularly and letters and/or meetings will be sent/arranged by the setting, including a referral to the MASH team, where necessary.  
If absence is a persistent problem (15% or more) a meeting will be arranged at the setting with the parent and Manager.*

***ARRIVAL TIMES AND LATENESS*** *In pre school we are trying to get children ready for school so it is essential for your child to attend on time. Registration is 9.15am or 1.00pm and it is necessary for children to be punctual. When children arrive late this can disturb our registration and circle time.*

*Westgate Pre School Ltd adheres to the Early Years Foundation Stage Curriculum and acts on advice given by Warwickshire County Council in conjunction with Ofsted.*

***This is a requirement for children on 2, 3 and 4 year old funding and good practice for all.***

*This policy is available to parents on request and a copy is held in the policy folder in pre school.*

*This policy was reviewed by Westgate Pre School Ltd and Directors, January 2019*

*Signed on behalf of Westgate Pre-school …………………………………………..………*

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*Review Date January 2020*