

CATERPILLARS PRE-SCHOOL (SUSSEX) LIMITED

**24A. EARLY YEARS ATTENDANCE AND PUNCTUALITY POLICY**

***‘Even when you’re very small, good attendance makes a BIG difference’***

**Aim**

Caterpillars Pre-school aims 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 school ready.

**Rationale**

Regular early years attendance is important for all children as it is only through regular, consistent routines that children build up the secure attachments they need for healthy development.

Research shows that regular part-time attendance from the age of two in a good quality early years setting, has a lasting impact on children’s social development and intellectual attainment throughout school. (Research Brief RBF15-03 The Effective Provision of Pre-school Education Project: Findings from the Pre-school Period. Sylva et al, IOE, 2003).

Regular attendance has a positive impact on all aspects of a young child’s learning and development. A regular routine supports the young child to feel settled and secure. Unsettled children have higher stress levels which, in turn, prevent them from being able to benefit fully from the learning opportunities available.

We believe that:

* Regular attendance and good punctuality are important for maximising achievement and obtaining the greatest benefit from education
* Good relationships with children and their families are vital in encouraging regular attendance and punctuality
* Children settle well and want to attend settings when they feel valued and have a sense of belonging
* Good habits of attendance and punctuality are key skills for adult life

**Procedures**

We promote good attendance and punctuality by:

* Ensuring children attend for the expected hours, arriving and leaving at the stated pre-school session times
* Recording arrival and departure times on the paper register
* Recording late arrivals or early collections on the paper register and noting the reasons
* Monitoring late arrival and early collection via the paper register
* Requiring parents to report sickness by 9.30am, which is recorded on the paper register and on the sickness monitoring log
* Requiring parents to request holiday via the settings email, if they are planning a holiday during term time so this can be recorded accurately on our registers
* Monitoring children’s attendance weekly via our paper registers
* Communicating with parents and following up on non-notifications of absences and poor punctuality as part of promoting good attendance and punctuality
* Following up consistent poor attendance and punctuality and making a record of it as appropriate
* Making contact with parents/carers and, if appropriate, using the contact emergency details they have provided to try and establish why their child is absent

***There will be no fee reductions or reimbursements for any child absenteeism***

**Supporting families**

We recognise that sometimes families may need extra support with attendance and punctuality, therefore good communication is essential between them and their child’s key person. We will work with parents/carers to support a child’s good attendance and punctuality. Where children’s attendance is poor and not improving, we will talk to the parents/carers about implementing certain strategies such as: bedtime routines, and discuss the available support from other professionals such as the Early Help Team.

**Safeguarding**

We all have a duty to keep children safe and protect them from harm and very poor attendance can be an indication of neglect and seen as a safeguarding issue. If we are concerned about the welfare of a child who is absent, we reserve the right to contact children’s services.

**Changes to sessions attending**

If you wish to reduce the number of your child’s sessions, or are leaving the pre-school, we require written notification at least four weeks before the end of any given term. Failure to give sufficient notice will result in the pre-school losing vital funding for which the parent will have to pay.

**Withdrawing a place**

We will make every effort to support good attendance and punctuality, as suggested above. However, if there are no other indicators of concern or vulnerability and your child has failed to attend for four consecutive weeks or ore without a justifiable reason, we may withdraw your child’s place. The process for formally withdrawing a child’s place is as follows:

* We will attempt to contact the family twice weekly to seek justifiable explanation (by telephone and followed up by email) including, first day calling
* We will send a recorded delivery letter during the third week to invite the parent to a meeting to discuss the situation and warning them of the action that will be taken after the fourth week
* We will continue to attempt twice weekly contact by phone and email
* We will send a recorded delivery letter in the final week, explaining that the place will be withdrawn on a specific date

**Transition**

If a family decide to move their child to another setting, families need to inform us so that we can remove them from our register and send the records to the new setting to ensure a smooth transition

This policy is linked to:

Safeguarding Policy

Nursery Fees Policy

This policy was adopted by the Manager of Caterpillars Pre-school on 27/11/24

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Name of signatory: Catherine Clark Role of signatory: Manager