



Little Bookham & Effingham
Preschool

Non-Attendance Policy

Benefits of regular attendance

Regular attendance in Early Years setting supports children's learning and development, ensuring their wellbeing is promoted, and they do not miss out on their entitlements and opportunities. Good attendance promotes good outcomes for children.

Children who attend preschool regularly become familiar with their weekly routines, and it can help to build secure relationships with staff and other children that attend on those days. Children will know what to expect, which helps them feel more confident and can reduce anxiety.

Regular, punctual attendance helps many young children to separate from their parents or carers at the start of the day and settle more readily into daily life in their setting.

Staff want to take every opportunity to help them thrive. Experiences gained in one session are often developed further in the next session.

We are aware that attendance is not statutory, but that non-attendance could be an indicator of other concerns. In a small minority of cases, good attendance practice may also lead to the earlier identification of more serious concerns for a child or family and may have a vital part to play in keeping a child or other family members safe from harm.

Absences from Preschool

We ask that parents let us know if there are going to be any planned absences and provide a reason in advance, such as holidays or family days. Parents will still have to pay fees when their child is absent. However if parents give us more than six term time weeks' notice they will not be charged for the session while they are away.

If a child is unwell or will not be attending due to unforeseen circumstances, we expect parents to call, text or email within 20 minutes of their usual arrival time on the first day their child is absent. The management will then respond with a text or email to confirm that they have received the message as soon as reasonably possible.

If we have not heard from the parent/carer by this time a member of staff will call and find

out the reason for the absence. The member of staff will then add this information to the register. If staff are unable to get hold of the parent/carer, we will leave a text/voicemail/email and try again throughout the morning session. If staff are concerned (for example, if this is not the usual behaviour for that parent) they will then attempt to use the emergency contacts named for the child.

If the management has concerns about the welfare of the child, or if vulnerable children are consistently missing sessions, we will follow the safeguarding procedure as set out in the Safeguarding Children and Child Protection Policy.

The preschool has a duty to inform Surrey County Council where children who are in receipt of Early Years Free Entitlement are absent for more than two consecutive weeks in a term.

In the case of emergency closures due to unforeseen circumstances (for example sickness outbreaks, power failures or heavy snow) we unfortunately cannot offer refunds for sessions missed. We always make every effort to remain open if possible. Please also see the Emergency Closure Policy for further details.

If for whatever reason, parents are unable to bring their child in, or choose not to bring children in they will still be charged.

Significant Non-Attendance

We expect all children to attend preschool on a regular basis, and all reasonable efforts will be made by staff to help achieve this. We do understand that there will be occasions that children will be absent from preschool for extended periods such as a planned family holiday or exceptional circumstances, however we do reserve the right to withdraw the offer of a child's place for significant non-attendance.

This includes prolonged absences of more than 3 weeks (exceptions may be made for extended family holidays where we have been informed in advance) or attendance of less than 80% over a term. This does not include illnesses.

We cannot continue to offer a funded place where it becomes clear that parents do not intend to use the hours that they are claiming. Surrey Early Years will be informed of significant non-attendance and funding may be withdrawn immediately.