

09/09/2015



Attendance Policy

AIM

It is our aim to give every child the best start in education. To do this we aim to encourage children to attend regularly and punctually.

ATTENDANCE

It is the group's belief that children learn best by consistent care. Attendance plays an important part in this. A child needs to attend regularly to gain a full understanding to what is being taught.

We understand that good attendance, sets good boundaries for the future.

Attendance registers will be kept.

ABSENCES

Happy Faces Preschool understands that on occasions children may be too ill to attend preschool. On these occasions it is the parent's responsibility, to contact the Manager by telephone, before the session begins, so the absence can be registered as authorized. Absences can be notified by telephone, text, email or personal visit.

Phone: 01440 762 515

Text: 07796260871

Email: Diana@happyfacespreschool.co.uk

UNAUTHORISED ABSENCES

The preschool must be notified of absences and the reason for the absence on the first day of absence and then updated regularly throughout the absence. The preschool reserves the right to give the place to another child after 2 weeks, without notifying the child's parents. A letter to parents will be sent as record that this has taken place.

If a child's attendance is below 80% in any term, parents will be contacted and if no reasonable explanation is given, the preschool reserve the right to withdraw the space.

If a child is receiving the free nursery place, all attendance may be checked by the local authority and parents may be charged for absences if they are unauthorized or deemed to be an unacceptable reason for absence.

This policy was adopted on

9-09-2015

Date to be reviewed

Sept 2016

Manager's signature

Managers name

Chairperson's signature

Chairperson's name