



Bishop Cornish Education Centre
Ofsted Registration No: EY397520



Attendance Policy

1. Why attendance is important

Attending your Early Years setting is not a mandatory requirement as it is with schools. However, there are many benefits to be gained from regular and consistent attendance.

If your child receives government funding for an Early Year's place, part of the offer includes regular attendance of the child to the setting.

As a setting, regular attendance and communication from home helps us to support your child to the best of our ability.

Even for very young children, there are positive benefits to be gained from regular attendance, whatever the weekly pattern of childcare is. This includes attending planned sessions/days and being aware of what time/part of the daily routine your child may arrive at if late. Regular attendance promotes and supports:

- Good habits
- Self esteem
- Secure relationships
- Learning and development in all areas of learning.

2. Promoting, recording and monitoring attendance

As a setting we recognise that monitoring attendance is important for all children, but especially for those who are most vulnerable and have special education needs. We see the benefits in knowing when children have attended pre-school, including providing vital information to keep children safe from harm and help tackle underachievement.

We have clear, accessible attendance records taken from daily registers recorded in the morning and the afternoon and additional logs made on CPOMS (our electronic record keeping system) if attendance becomes inconsistent, or if concerns and/or communication from home to setting becomes a barrier. Records are also kept of children who are in receipt of government Early Years funding, but have irregular or gaps in their attendance. As part of our funding contract with Cornwall Council Early Years, we must keep records to show we are working with families and supporting them as well as the child.

Attendance records help identify children at risk and helps multi agency teams to understand, assess and support the widest possible range of needs for a child and their family.

We keep full registration details for every child, as specified in the EYFS framework and ask for at least two emergency contacts to be held for each child. There is space available for additional emergency contacts and this is encouraged where possible.

We value and encourage communication between home and setting and vice versa. We do understand that there will times when children will need to be absent from the setting due to illness, appointments, holidays etc, or that children will be dropped off late or collected early within a session. We are happy to discuss with families situations that may impact the child's wellbeing, routines and preschool attendance. We understand that sometimes there is a need find a balance for example, punctuality against a calm morning routine, the arrival of a new sibling may impact drop off times while new routines are formed and the transition of having a new family member is adjusted to. Please feel free to speak with your child's keyworker or the Manager about life events as we will work with you to make a plan that takes the pressure off things like morning routines, with balancing the time the child arrives into setting with minimal impact.

3. Pre School expectations and procedures

Please provide more than two emergency contacts where possible on a child's registration form. The form is set out to show priority of contact. These contact details will be used for the setting to contact the named people in an emergency or if the child is unwell. We will

also use these contacts if the child is absent from setting for a prolonged, unexpected period to check up on the welfare of child and family.

Daily registers are taken near the start of each session. Pre school opens at 8.30 with a recommended drop off window of 8.30-9.00am. Children must be collected by 3.15pm when preschool closes and staff finish for the day. A collection window of 2.45-3.15pm is recommended. Children may be dropped off or collected within the pre school day, we ask for notification to be given to staff. This can be verbally at drop off, via email, tapestry or telephone. Parents/carers are able to notify any staff member but can ask for the Manager to contact them should they wish to speak with them directly.

If your child is going to absent please notify the setting of your child's absence using the methods listed above and state the reason for absence. The Manager/Designated Safe Guard Lead may contact you for more information. If your child will be off for more than one day e.g. for a holiday or to follow the 48 hour window of absence following a sickness bug, you will not need to contact the setting daily for the notified absent period once the Manager has been made aware.

If your child will be late but you wish to order a school meal please let us know as lunch orders are submitted by 9.30am each day. Any orders asked for after this cannot be guaranteed due to demand and work load of the kitchen staff and you will be asked to provide a packed lunch from home.

If children are regularly absent or are absent for an unexpected prolong period the setting will do a follow up to check in with the family. This will be done by the Manager/DSL or Deputy in their absence. Parents/carers and other named emergency contacts will be used to do this in order of priority listed on registration form.

We strive to work with our families to make sure you are getting the support you need or are signposted to services as required.

This policy was adopted by

Bishop Cornish Preschool

Written and adopted

July 25 for Sep 25

Date to be reviewed

Sep 26
