



Bishop Cornish Preschool Attendance Policy

Philosophy

At Bishop Cornish Education Centre there is a commitment to maximising attendance for all pupils to enable them to benefit from the education we provide. We do acknowledge, because our pupils can be very young, that attendance patterns may need to be flexible and individualised. Even so regular attendance is vital for effective learning and the development of relationships. There is recognition of the importance of establishing good home-school links and communications that can be used if ever there is a problem over attendance.

Implementation

- Staff need to be aware of the registration process, including the marking of register and checking on any regular absences.
- Registers need to be completed accurately, in the agreed time limits, at the beginning of the morning and afternoon sessions and attendance regularly monitored.
- Parents are asked to contact preschool on the first day of absence either in person, by phone or Tapestry and these messages are logged.
- Staff will approach parents when a child returns after a 1 or 2-day absence, if there has been no message, to ascertain the cause of the absence.
- Parents are responsible for ensuring that their child/children attend school regularly and punctually.
- Staff will report any concerns regarding long period absences to the preschool manager.
- The preschool manager will follow up on these concerns by contacting the parents.
- If there is no satisfactory response, or any response, from the parents within a reasonable time then it may be necessary to withdraw the place from the child.

Registration

- Registration is a legal requirement and registers are legal documents and must be kept for three years after the date on which they were last used.
- By law registers must be 'called' twice a day.
- Morning Session by 9.15 a.m. If any child arrives after this time the child will be marked as late but counted as present for that session.
- Afternoon Session by 1.30 p.m. If any child arrives after this time the child will be marked as late but counted as present for that session.
- If parents bring their child to school persistently late then this will be a matter for the preschool manager to discuss with the parent.
- If parents wish to take their child on holiday during term time they are asked to inform a member of staff.

Attendance Codes

/	Present (AM)
\	Present (PM)
I	Illness (not medical or dental)
L	Late
H	Holiday
O	No reason yet provided for absence

Reviewed September 2019