

Attendance Policy

Statement of Intent

Tisbury Pre-school believes that children learn best through consistency and that attendance at pre-school plays a part in this. A child needs to attend regularly in order to become aware of the routines and boundaries of the setting. Additionally good attendance sets good boundaries for the future.

Absence from pre-school interrupts the child's routine and should be minimized, where there is absence from pre-school for more than three weeks without contact from the parent/carer the pre-school reserves the right to offer the place to another child.

Aim

It is the aim of Tisbury Pre-school that every child be given the best start to their education and to do this we encourage parents to bring their children regularly and punctually as agreed with the pre-school leader and claimed for by the child's parent.

The group understands that on occasions children may be too ill to attend pre-school, on these occasions it is the parent's responsibility to contact the pre-school to advise us.

If a child is receiving a free nursery place, all attendance may be checked by the local authority and parents may be charged for absences if the pre-school was not informed of the absence or it is deemed to be for an unacceptable reason.

Method

In the event that a child is or intends to be absent from pre-school

- Parents inform the pre-school of any planned holidays during term time in order that the register can be marked accordingly
- The child is sick, parents should advise pre-school promptly on the first day of absence. This is especially important so that, in the case of communicable diseases such as Chicken Pox, Measles etc, proper notification can be given to all the pre-school families.
- The preschool is concerned about the welfare of a child who is not attending then the pre-school reserves the right to contact social services
- The pre-school will attempt to make contact with an absent child's parent after two weeks of non-attendance in order to establish the reason
- Fees remain payable during periods of absence – the fee is for the place rather than the child and staff are employed according to the number of places that are taken.

This policy was adopted at a meeting of the Tisbury Pre-school Committee held on

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Signed..... Position

Date.....