

Attendance Policy



Introduction

Regular attendance is crucial for children's development and well-being in their early years. This policy outlines our expectations for attendance, procedures for reporting absences, and the actions we will take in cases of unexplained or prolonged absences. We are committed to ensuring the safety and well-being of all children in our care.

Expectations for Attendance

We expect children to attend their scheduled sessions regularly and punctually. Parents/carers are responsible for ensuring their child's attendance. If a child is unable to attend, parents/carers must notify us as soon as possible.

Reporting Absences

Parents/carers must notify the Preschool of their child's absence on the day of the absence. Ideally within 30 minutes of the session starting.

Please report absences by telephone 07368147219. When reporting absences please provide the child's name and a clear reason for the absence and when you think they will be likely to return to preschool.

If you know your child will be absent, for example to go on holiday, please email enquiries@thelittleexplorers.co.uk or notify a member of staff as soon as you can.

Unexplained Absences

If a child is absent without notification, we will attempt to contact the parent/carer using the primary contact number provided. If we are unable to reach the parent/carer, we will attempt to contact the secondary emergency contact provided. All contact attempts and outcomes will be recorded in the child's attendance record. If we are still unable to get hold of anyone further emergency contact numbers will be tried and an email will be sent.

If we are unable to make contact and have concerns about the child's welfare, we will follow our safeguarding procedures.

Prolonged Absences

A prolonged absence is defined as 2 consecutive sessions of absence without a valid explanation. If a child is absent for a prolonged period, we will: Make repeated attempts to contact parents/carers and emergency contacts and send an email. If we are still unable to make contact or haven't received a valid explanation, we will follow our safeguarding procedures.

Safeguarding Procedure

Safeguarding - Staff are trained to identify and respond to safeguarding concerns. Any concerns about a child's welfare will be reported to the designated safeguarding lead. We will follow our safeguarding procedures and work with relevant authorities as necessary.

If repeated attempts to contact parents/carers have been made and are unsuccessful or we have any safeguarding concerns, we will consider a home visit or consult with the relevant authorities for further advice. Repeated prolonged absence could result in the withdrawal of the child's preschool place.

Illness

If your child is unwell, please keep them at home to prevent the spread of infection. * Please inform us of any contagious illnesses, such as chickenpox, measles, or COVID-19. * Children should not return to the setting until they are symptom-free or as advised by a medical professional.

Attendance and funded hours

It is an expectation for all children receiving government funded hours to attend regularly, inline with contract. If children are not attending regularly or having long periods of time off we are unable to claim the funding and parents/carers will be charged privately for the sessions.

Late Arrival/Early Collection

Please inform us if your child will be arriving late or collected early. Late arrivals can disrupt the learning environment or upset the child so we encourage turning up on time.

Only authorised persons can collect children. Please inform us of any changes to collection arrangements.

Late Collection - It is important that you arrive on time to collect your child. If for any reason you are unable to, please arrange for a family member or friend to collect your child and inform us on the preschool phone.

In the unlikely event that you are unable to make alternative arrangements, you will incur a charge for late collection.

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Reviewed: