# Manea Pre-school

## Attendance and Absence Policy

**The purpose of this policy is to support further improvements in the wellbeing of children in the Early Years Foundation Stage (EYFS), especially in keeping them safe and supporting their learning and development. This policy has been developed in line with the statutory guidance with the EYFS (early Years Foundation Stage), DfE (Department for Education) and the Ofsted Early Years Inspection Framework**

**Why good attendance is important**
Although it is not a legal requirement to be in education if your child is below statutory school age there are many benefits to regular attendance. This includes not only coming to every planned session but also being there on time. Additionally, if a parent is claiming funding for a child who is not attending or has prolonged absences, this must be addressed. Under the new EYFS guidance both Local Authorities (LAs) and early years settings have a safeguarding duty to follow up on poor attendance and confirm the child's whereabouts. Where a child is absent for four weeks within the same funding period we must contact the Early Years Funding Team.

**Benefits include the following**:
**Good habits**
• It builds in young children the idea that getting up and going to pre-school is simply what you do.
• Children who attend every planned session develop a feel for the rhythm of the week and gain a sense of security from some regular elements, even when the actual pattern or focus of their learning or activity may vary widely from week to week.
**Secure relationships**
• Young children find it easier to build and sustain a range of social relationships when they regularly attend their childcare setting, according to the pattern agreed with the family.
• For some families, particularly at times of stress, the child's regular attendance at the setting allows parents to get other things done and helps them enjoy spending time with the child when they are at home.
**Self - esteem**
• Children who rarely miss sessions at the setting and come on time are more likely to feel good about themselves. This is because they know what goes on and what to expect, feel more confident with adults and other children and have more opportunities to be valued and praised for their own special contribution.
• Children who regularly miss sessions or are generally late, can frequently experience a sense of having to try a little bit harder just to understand what is going on and what other children are talking about or doing.

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• Regular attendance on time helps many young children to separate from their parents or carers at the start of the day and settle more readily into daily life in their setting.

Some children may need some flexibility when they first start attending to settle in but as a setting we will work with you to help your child transition as soon as possible.

Where extended absences occur for medical reasons we will offer appropriate support for a smooth return to pre-school. This will be agreed with parent/carers and any professional who may be working with you.

We record and monitor absences and attendance using registers and these are reviewed regularly. We mark them as attended, absent and informed, on holiday or ill. If we do not hear from you they are marked as absent and we then need to follow our safeguarding requirements.
If required by law we will pass on any patterns of absences with relevant authorities such as the Education Safeguarding Team or police.

**Absences:**

- If you are planning a holiday during term time you must let us know in advance so we can record this in our register. The best way to do this is to e-mail us on maneapreschool@manea.cambs.sch.uk
- If your child is sick or cannot attend for some reason, you must call us before 9.15am that day to let us know and on subsequent days if you have not already informed us. You may leave a message on our answer phone on 01354 680928.
- If we have not heard from you by 9.30am we may call you to establish why your child is absent.
- If we cannot make contact with a parent/carer we will use all the contact details and emergency contacts you have provided for us to try and establish why your child is absent.
- Fees remain payable during periods of absence/holidays.