Delaware Pre-School
Providing Quality Childcare Since 1969

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. Parent/carers are responsible for ensuring their child's attendance. If a child is unable to attend, parent/carers must notify us as soon as possible.

Reporting Absences – Parents/carers must notify Pre-school of their child's absences on the day of the absence. Absences can be reported by telephone 01822 832093 or via email: delaware.preschool@tiscali.co.uk When reporting an absence, please provide the child's full name, reason for absence (e.g. illness, appointment) and the expected duration of the absence.

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 number provided. All contact attempts and outcomes will be recorded in the child's attendance record. 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 parent/carers and emergency contacts. Send a written communication (e.g. email or letter) to the parent/carers. Consider a home visit, if appropriate and following internal procedures which could include the withdrawal of the child's nursery placement. Consult with our safeguarding lead if there are concerns about the child's welfare.

Late arrival/early collection – Please inform us if your child will be arriving late or collected early. Late arrivals can disrupt the learning environment, so we encourage

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

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.

	2025	2026	2027	2028	2029	2030	2031
Chair signature	AA	KyM					
Managers signature	~~AA~~	~~AA~~					
Date of review	11th Aug. 25	Jan 26					
Date of next review	Aug 26	Jan 27					

Changes 2025	Adopted 11th Aug 25
Changes 2026	No changes
Changes 2027	
Changes 2028	
Changes 2029	
Changes 2030	
Changes 2031	