

Managing Pupil Attendance Policy

Ethos

At High Kirk Community Preschool we believe that children who attend pre-school regularly, arrive and are collected on time are more secure and better able to engage with the learning environment. The setting views good attendance and punctuality as vitally important for the learning and well-being of children.

Statement of Intent

It is the aim of High Kirk Community Preschool to offer a good quality pre-school experience for your child while in our care. High Kirk Community Preschool monitors attendance and has a duty to address any attendance issues.

High Kirk Community Preschool is committed to working in partnership with parents/carers. To achieve the very best outcomes for all children with collaboration and engagement between home and Preschool will be sought. (see Working in Partnership with Parents Policy)

Responsibilities of Parents/Carers

On acceptance of a placement at High Kirk Community Preschool, it is expected that all children will

- commence Preschool on the allocated start date and session time
- ensure children are brought/ collected by a responsible adult/parent/carer
- attend Preschool punctually
- be collected punctually (please remember that it is very distressing for children to be left until the last)
- attend Preschool regularly
- be absent from Preschool for sickness reasons only (parent/carer to inform on first morning of sickness)
- ensure a member of staff is aware of your child's arrival. Staff **are not responsible** for your child in the morning or afternoon in the reception area (please remember children are **not to run** in this area and must be supervised at all times.
- staff **are not responsible** for your child in the morning or afternoon in the changing area.

Procedure in relation to planned absence from Preschool

- If you know that your child will not be able to attend Preschool on a particular day, or will arrive late (perhaps as a result of a medical or other such appointment), please inform Mrs Balmer, the Preschool Leader, in advance.
- Where possible, the Absence from Preschool form should be completed and returned to the Preschool, prior to a planned absence. Otherwise this form should be completed as soon as possible after the absence.

Procedure in relation to extended planned absence from Preschool

- If you know that your child will not be able to attend Preschool due to a holiday/family circumstances please inform Mrs Balmer, the Preschool Leader in advance.
- The Absence form should be completed and returned with the **leaving date and date the child will return to Preschool**.
- **Failure to inform** Preschool as to why your child does not return on the expected return date will immediately lead to implementing, **Procedure in relation to an unplanned absence from Preschool**. This procedure will take into account the length of the planned absence and our policy on a child's absence for a month.

Procedure in relation to an unplanned absence from Preschool

Due to Copvid -19 all absence must be immediately reported and reason given. In the event of illness all signs and symptoms must be immediately reported. Preschool Leader or in her absence Deputy Preschool Leader will contact and follow PHA GUIDANCE.

High Kirk Community Preschool expects parent/carers to communicate any unplanned, unexpected absences by contacting the Preschool directly on the first day of the absence by phone or email.

- Parents/carers should regularly update the Preschool about any extended absence and provide details of the reason for it. An extended absence is one that lasts or is expected to last, for more than **two days**.
- Upon return to Preschool, parents/carers should complete and return the 'absence from Preschool', form available on request from a member of staff.
- In the event that there is **no contact from the parents/carers** regarding an unplanned, unexpected absence, Preschool will seek to make contact on the first day of the absence, where that absence continues into a first day without explanation. Initial contact will be via phone. Where the absence continues and contact has not been successful, further contact will be attempted.
- If after one week of unplanned, unexplained absence, there has been no attempt by the parents/carers to contact Preschool and High Kirk Community Preschool has been unsuccessful in its efforts to contact the parents/carers, Preschool will send a letter to the parents/carers by post and by email.
- If after one month, there has been no contact made with the Preschool and the absence remains unplanned and unexplained, the Preschool Leader, Mrs Jessica Balmer, in consultation with the Committee Chairperson, Mrs Ruth Millar, will seek external support and guidance from the Education Authority Northern Ireland (EANI).
- After consultation and guidance from the EANI High Kirk Community Preschool will remove the child's name from the Preschool Register and offer the place to the next child on the school's waiting list.
- If the child is known to Social Services, then Social Services will be informed of the absence if parent/carer does not contact a member of staff with an explanation for their child's absence.

Should the Preschool have a concern about a pupil's level or pattern of attendance, the Preschool Leader, Mrs Balmer, will seek to meet with parents/carers to discuss

the issue and to explore any difficulties which may be preventing the child from attending Preschool. At this meeting, the Preschool may be able to offer strategies and support to help parents/carers ensure that the child's attendance will improve. However, following this meeting and completion of any actions agreed at this meeting, should the child's pattern of attendance fail to improve, the Preschool will seek external support from EANI.

Responsibilities of the Staff

- to be familiar with and follow this policy at all times
- to monitor the attendance and punctuality of their key children and ensure a reason is obtained every time a child is absent from nursery
- to inform the Preschool Leader if they have concerns about a child's attendance or punctuality
- to be aware that poor attendance and/or punctuality may be a safeguarding issue and to respond in accordance with the Preschool's Safeguarding and Child Protection Policy
- to ensure registers are accurately completed
- Preschool Leader will inform the Committee Chairperson and Committee members of children's unplanned unexplained absence and irregular attendance (in line with the Confidentiality Policy)
- the decision to withdraw a funded placement will be in keeping with this policy and after consultation and agreement with EANI, Preschool Leader and Committee Chairperson
- the decision to withdraw a fee paying placement will be in keeping with this policy and after the Preschool Leader consults and reaches an agreement with the Committee Chairperson
- Preschool Leader will inform EANI of unplanned unexplained absence
- to mark a child as being late if they arrive after 9.10 for the session.

Links to other Policies

Settling In and Partnership with Parents/Carers Policy
Child and Adult Protection and Safeguarding Policy and Procedure Confidentiality Policy

Managing Pupil Attendance Policy has been agreed and adopted by High Kirk Community Preschool Committee

Signed _____ Date _____
(Committee Chairperson)