



## **Attendance Policy**

Madley Pre-School is committed to ensuring the safety and well-being of all children. We believe that consistent, regular attendance is crucial for a child's development and well-being.

This policy outlines the expectations and procedures surrounding a child's absence from the setting.

### **Expectations for attendance**

We expect children to attend their scheduled sessions regularly and punctually.

If a child is unable to attend due to a planned appointment or holiday we expect parents/ carers to inform us at the soonest opportunity. For unexpected absences, parents/ carers should notify us by 9.30am on the first day of absence and continue to inform us **daily** for the duration of the absence.

### **Communication**

Open communication between Madley Pre-School and families is essential in supporting young children's well-being. We recognise that some families may require extra support with attendance and/ or punctuality and can offer support, for example; with implementing good bedtime/ morning routines or referrals to Early Help to provide external support from other agencies.

### **Reporting child absences**

Parents/ carers must notify Pre-School by telephone **01981 251460** or email [preschool@madley.hereford.sch.uk](mailto:preschool@madley.hereford.sch.uk) or **ParentMail**.

When reporting a child's absence parents/ carers should provide the child's name, reason for absence and the expected duration of absence (if known)

### **Unexplained absences**

If a child is absent without notification by 9.30 am, we will try to contact the parent/ carer. If the parent/ carer cannot be reached, we will try to contact the emergency contacts provided. All contact attempts and outcomes will be recorded in the attendance register.

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 continue to make phone calls to parent/ carers and emergency contacts. We will send written contact via email to parents/ carers. In line with our safeguarding policy, we will refer any concerns about prolonged absence to children's social care.



### **Patterns in a child's absence**

Attendance records will be monitored regularly to look for patterns or trends in absence.

Madley Pre-School will use their professional judgement when deciding if a child's absences are cause for concern. Consideration will be given to the child's or parent's/ carer's vulnerability and their home life situation. Communication with parents/ carers will be made a priority and support offered. Any concerns will be referred to Herefordshire children's services.

### **Illness**

If your child is unwell and/ or has a high temperature, please keep them at home to prevent the spread of infection. Please keep us informed of any contagious infections, such as, measles, Covid-19, chicken pox. Children should only return to Pre-School when they are symptom free (for diarrhoea and vomiting this is 48 hours after their last episode) and/ or without a high temperature or as advised by a medical professional.

Please refer to the **NHS – Should I keep my child off school?** document for information on when it is safe for your child to return to Pre-School.

### **Arrival and Collection times**

Madley Pre-School sessions are

- **8.30-9.00** for Early Birds
- **9.00-12.00** morning session
- **9.00-1.00** morning session with lunch
- **9.00-3.30** all day session

**Parents should arrive no earlier than 10 minutes before the beginning or end of their session time.** Please inform us if your child will be arriving late or will need to be collected early. Late arrivals and early pick-ups can disrupt the learning environment and cause children to miss out on valuable learning experiences.

### **Key legislation and Guidance**

EYFS 2025, Keeping children safe in education 2022, The children act 2004, Childcare act 2006, Working together to safeguard children 2018

**This policy was adopted by: Madley Pre-School**

**On: September 2025**

**To be reviewed: September 2026**

**Signed on behalf of the provider:**

**Name of signatory: Fiona Batstone**

**Role of signatory: Manager**

