



# Attendance Policy

Effective Date: Sept 2025

Review Date: Sept 2026

## Introduction

Regular attendance helps children settle, build friendships and get the most out of their time with us. While there is no legal requirement for children to attend preschool, once a child is registered, we ask for your cooperation in keeping us informed about their attendance. This supports both your child's wellbeing and our safeguarding responsibilities.

## Expectations for Attendance

- We expect children to attend their booked sessions regularly and punctually.
- Parents/carers are responsible for making sure their child attends as agreed.
- If your child will not be attending for any reason (e.g., illness, family day out, holiday, appointment), please let us know as soon as possible.

## Reporting Absences

Absences should be reported on the day by either:

- Telephone: 01903 771025
- Email: [williamolderplaygroup@gmail.com](mailto:williamolderplaygroup@gmail.com)

Please include your child's full name, reason for absence and (if known) how long they are likely to be away.

## Unexplained Absences

If your child is absent without us being notified in a timely manner, we will attempt to contact you using your primary contact details. If we cannot reach you, we will try your secondary emergency contact. All contact attempts will be recorded.

If we cannot make contact and we are concerned about your child's welfare, we will follow our safeguarding procedures.

## Illness

- Children should be kept at home if they are unwell to help prevent the spread of illness.
- For sickness and/or diarrhoea, children must remain at home for **48 hours after the last episode**.
- Please inform us if your child has a contagious illness (e.g., chickenpox, measles, COVID-19).
- Children should only return when they are well enough to attend.
- We would risk assess with parent / guardian, any child with an injury e.g. a broken limb



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## **Late Arrival / Early Collection**

- Please let us know if your child will arrive late or be collected early.
- Only authorised persons can collect children. Please inform us of any changes to collection arrangements.

## **Late Collection**

It is important to collect children on time. If you are delayed, please arrange for an authorised adult to collect your child and inform us. In the rare event that no arrangements can be made, a late collection charge may apply.

## **Safeguarding**

We take safeguarding very seriously. Staff are trained to recognise and respond to concerns. Any concerns about a child's welfare will be reported to the Designated Safeguarding Lead and, if necessary, to outside agencies.

## **Review**

This policy will be reviewed annually or sooner if required, to ensure it remains effective and compliant with safeguarding guidance.