**Bradgate Preschool Attendance policy/procedure**

**Statement of intent**

Bradgate Preschool has a responsibility to monitor attendance, Identify Patterns and Monitor Health. Any unexplained absences will be recorded, parents will be contacted, explanations will be recorded and concerns discussed. In some cases frequent absences will be investigated in line with our safeguarding policy and relevant professionals will be informed.

**Key facts:-**

* Regular attendance, helps many young children to separate from their parents/carers at the start of the day and settle more readily into daily life in their Early Years setting.
* Practitioners carefully plan every session for each child in their care and want to take every opportunity to help them thrive. Experiences gained in one session are often developed further in the next session the child attends, whether or not this is the next day.
* Under achievement is often linked to lower attendance. For some older students, this is linked to a steadily deteriorating trend in attendance that may be traceable right back to their first class in school (“Reception”), or even their Early Years setting.
* For all these reasons, good attendance and coming to their Early Years setting on time is important for every child, but especially those for whom specific factors make them more vulnerable to disengagement or underachievement. Most children are well supported by their families and continue to thrive, whatever their background or circumstances. However, there are some factors in children’s lives which make it more likely that they will experience some difficulty in staying safe, having good health, enjoying and achieving, making a positive contribution and benefiting from economic wellbeing.

Before children attend Bradgate preschool we ask that all parents sign a parent declaration to accept any charges owed and personal statement of undertaking (PSOU). This involves an agreement between Bradgate preschool and the person/s with parental responsibilities for the child.

**The PSOU asks the parent to indicate that they understand that:-**

* Children’s attendance should be regular – if my child cannot attend any sessions due to sickness, holidays or appointments, I will telephone my childcare provider to inform them of my child’s absence and understand that consistent poor attendance and any unauthorised non-attendance may result in my child’s funding being withdrawn and incurring the cost of the childcare providers published rates.
* I understand that I will be required to commit to the sessions my child is booked in for and will drop off at the session start time and pick up at the session end time, to ensure that the local authority does not reclaim any funding from the childcare provider when carrying out their audits. I am aware that if this does occur, that I am liable for any reclaimed funds.

**The declaration states that:-**

* Parents are expected to pay Fees when their child is absent from school.
* Parents are expected to pay Fees if the setting closes due to unforeseen circumstances, such as a power failure, or heavy snow.

Children will not be accepted if the person/s with parental responsibility does/do not accept these terms.

**The Leicestershire FEEE guidance for providers states that:-**

* If attendance is consistently lower than the FEEE hours claimed due to high / short-term absences e.g., consistent late drop offs and early pick-ups and / or unexplained days off, money will be reclaimed from the Provider.
* If claims are considered to be inconsistent with the hours attended or there are doubts about the validity of the claim, money will be reclaimed from the provider.
* Providers must complete the headcount / adjustment tasks accurately and ensure that they reflect the child’s attendance. Please note where absence does not exceed more than 50% of the period, we will continue to fund the child’s place and providers can continue to claim for the usual amount of hours the child would have attended had they been present for 100% of the time.

**If, in this instance money is claimed back from Bradgate preschool the parent/s with legal responsibilities will be charged for the unpaid hours.**

**Non-attendance procedure**

* Parents are to call, email, or message through Tapestry before 10:00am, If attending during a morning session or by 2:00pm if attending on an afternoon session only. We ask that a reason is given to enable the setting to make accurate records of absence.
* If a parent or career has not informed us by the above times the Preschool manager will call the main contact as stated on the child’s admission form. If the first main contact does not respond within 1 hour the Manger will call the second contact on the admission form. Calls will be recorded on the child’s absence record.
* In cases where neither contact has responded within 3 days to the managers calls, emails, messages the schools DSL/Head teacher, and preschool manager will discuss the next steps case by case. The actions may include a home visit or a referral to social care. If we are concerned about the welfare of the child we will follow our  **safeguarding children/ child protection policy.**

**Planned holidays**

Parents are to inform the preschool at least 1 month in advance of any holidays planned where the child will be absent for more than 1 week. This will enable the preschool manager to ensure child to staff ratios are planned for and to ensure the child has not exceeded a 50% absent rate.

**Related Policies:-**

**Eastfield Primary school Attendance Policy**

**Safeguarding children/Child protection policy**