



Attendance Policy

The purpose of this policy is to ensure that all children attending the preschool are safely accounted for and that staff adhere to safeguarding protocols. This will also ensure a structured attendance process that prioritizes both the children's safety and the nursery's operational effectiveness.

At Twiggs lane preschool , we are committed to ensuring the safety, wellbeing, and consistent development of every child. Regular attendance is vital for children to fully benefit from the experiences we offer.

Reporting an absence

If your child is unable to attend preschool on their scheduled day, you must notify us **by 9.30am on the first day of absence** and continue to inform us **daily** for the duration of the absence. You can report absences via:

- Telephone
- Family App
- Email

Unexplained absences

Children's attendance is monitored closely. If we do not receive an explanation for your child's absence by 10:00am, we will attempt to contact you and alternative emergency contacts whom of which you have provided on your child's registration forms . If we are unable to reach you within **48 hours** and still have no explanation, we may be required to notify **Children's Services and or request a police welfare check is completed**. This procedure reflects guidance from the local authority and is in place due to past serious incidents where the absence of a child went unnoticed following a parent's illness or emergency.

All absences will be recorded, and frequent absences (75% attendance or less) will be investigated and further action or monitoring considered. We will always discuss our concerns with parents and endeavour to enable children to attend as regularly as possible.

Funded places

Two, three and four year old funding is provided through the local authority. This is public money and we feel that we have a duty to ensure it is used appropriately. If a place has been reserved but is being used for less than 75% of booked session, we reserve the right to offer that place to any child who may be on our waiting list. This way we can be sure to use the funding to its best effect.

We would discuss reasons for absence with parents before retracting the funding offer, and make every effort to work with them to encourage them to increase attendance. Funding would only be withdrawn as a last resort, and at the end of a school term.

Review date: July 2026

Signed Manager: *R Copland*

Incorporated as a company limited by guarantee in England & Wales
Registered Office: Twiggs Lane, Marchwood, Southampton, Hampshire, SO40 4ZE
Company Registration No. 7512922 - Charity Registration No. 1141697

