

Safeguarding and Welfare Requirement: Welfare, Safeguarding and Child Protection.

Providers must have and implement a policy and procedures to safeguard children. Attendance policy is a requirement that is shared to parents and carers which must include expectations for reporting child absences and the actions providers will take if a child is absent without notification or for a prolonged period of time.

1.7 Attendance Policy

Policy statement

Cuckoo Meadow Pre-School views good attendance and punctuality as vitally important for the learning and wellbeing of children. Children who attend Preschool regularly, arrive and are collected on time are more secure and better able to engage with the learning environment.

The attendance policy is a legal requirement that we are obliged to share with parents and carers which must include expectations for reporting child absences and the actions the setting will take if a child is absent without notification for a prolonged period of time.

Safeguarding statement - If a child is missing from pre-school on several occasions or stops attending the setting with no explanation, Cuckoo Meadow Pre-School takes its safeguarding duties very seriously and all our staff are alert to the possibility of risk of abuse or neglect, and our safeguarding policies and procedures will be implemented including further investigations and liaising with outside agencies including Childrens Social Services.

Procedures

Parents and carers responsibilities

- To ensure their child attends every session unless they are unwell.
- To try to avoid making appointments for their child that occur during Preschool time.
- To inform the Preschool by telephone on the first day by 10am if a child is absent because of illness and again at regular intervals if the illness is prolonged.
- To inform the Preschool in writing if their child is going to be absent and to give the reason for the absence.
- To inform the Pre-School in writing to advise of holidays during term time.
- To request permission for flexi-schooling if they wish to take their child out of Preschool on a regular basis to take part in an educational activity such as a swimming lesson.
- To bring and collect their children promptly - please remember it is very distressing for children to be left until last.
- Ensure that children are brought and collected by a responsible adult, over the age of 16.
- Ensure that the Preschool is informed every time someone different will be collecting their child and that person has a password if unknown to the Pre-School.
- Fees for missed sessions are still applicable and no replacement/alternate sessions are provided.

Setting responsibilities – management

- To ensure the pre-school is welcoming and every child feels a sense of belonging and connectedness
- To ensure parents/carers understand the importance of punctuality and attendance.
- To monitor attendance and punctuality on a session basis.
- To speak informally to parents/carers if a child's attendance is below the expected level of 95% or if poor punctuality/attendance seems to be having a significant effect upon the child's education and wellbeing.
- To write to parents if attendance remains low, or punctuality does not improve, after informal conversation.
- To inform Children's Social Services if poor attendance or punctuality indicates that the child's welfare could be in jeopardy.
- To withdraw the child's place in extreme circumstances - but not if this could further endanger the welfare of the child.
- To ensure strategies for encouraging good attendance are implemented.
- To ensure attendance and use of government funded hours is monitored, details of which may be passed on at the local authority's request.
- To ensure the setting is open at the stated times.
- To ensure all pre-school term dates, holiday dates including non-pupil days, INSET and training days are clearly marked and displayed on the website.

Setting responsibilities – Key Persons

- To monitor the attendance and punctuality of their key children and ensure a reason is obtained every time a child is absent from Preschool.
- To inform the management team if they have concerns about a child's attendance or punctuality.
- To be aware that poor attendance and/or punctuality could be a safeguarding issue and to respond in accordance with the Preschool's Safeguarding Children Policy and Procedures.
- To ensure that registers are accurately completed with late marks and reason codes for every absence.
- To mark a child as being late if they arrive 20 minutes after the session has started.
- To provide positive messages to parents/carers about the importance of punctuality and good attendance.
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Members of the Management Committee

- To agree, support, monitor and review the implementation of the Preschool's policy on attendance.
- To monitor attendance rates termly.
- To monitor strategies for encouraging good attendance

Inclusion and individual support with attendance

Some children are more likely to require additional support to attain good attendance, for example, children who are vulnerable, have a medical need or an EHCP plan, they will be monitored and supported in the pre-school. At Cuckoo Meadow Pre-School we will proactively identify and follow up on a child's non-attendance and gather information about the child. This will result in taking early action to prevent non-attendance developing and monitoring the impact of targeted support.

Contacts

Day-to-day contact parents and carers should contact about attendance

Telephone - 01256 398172. Email - cuckoomeadow@btconnect.com

Senior leader - responsible for strategic approach to attendance in our pre-school

Joint Managers - Jo Harman and Fiona Cotterell

Inclusion leader - parents and carers should contact for more individual support with attendance

SENDCo - Kat Andrews

Trustees - responsible for the strategic approach to attendance in our school.

Legal framework

- DfE, Working Together to Safeguard Children, 2023
- DfE, Early Years Foundation Stage, September, 2005
- DfE, Information sharing advice for safeguarding practitioners, 2024
- DfE, What to do if you're worried a child is being abused Advice for practitioners, 2015
- OFSTED - Safeguarding children and young people and young vulnerable adults' policy - 2015

Further guidance

- List here any Government documents that provide guidance on abiding by the relevant legal framework.
- Cuckoo Meadow Safeguarding children and child protection
- Cuckoo Meadow Pre-School Admissions Policy
- Cuckoo Meadow Pre-School Safeguarding Children Policy
- Cuckoo Meadow Pre-School Lost or Uncollected Child Policy
- Cuckoo Meadow Child Protection Policy
- Cuckoo Meadow Missing Child Policy

This policy was adopted at a meeting of	Cuckoo Meadow	(name of provider)
Held on		(date)
Date to be reviewed		(date)
Signed on behalf of the provider		
Name of signatory		
Role of signatory (e.g. chair, director or owner)		

Annual review details and signed copy of this policy is on file in the office