

## **St Joseph's Preschool**

### **Attendance Policy**

**Introduction** - Regular attendance is crucial for children's development and well-being in their early years. This policy outlines our expectations for attendance, procedures for reporting absences and the actions we will take in cases of unexplained or prolonged absences. We are committed to ensuring the safety and well-being of all children in our care.

**Expectations for Attendance** - We expect children to attend their scheduled sessions regularly and punctually. Parents/carers are responsible for ensuring their child's attendance and if a child is unable to attend must notify us as soon as possible.

**Reporting Absences** - Parents/carers must notify the preschool of their child's absence on the day of the absence. Absences can be reported by telephone: 01332 372453, via email: [stjosephspreschool@yahoo.co.uk](mailto:stjosephspreschool@yahoo.co.uk) or via the Class Dojo app. When reporting an absence, please provide the child's full name, reason for absence (e.g. illness, appointment) and the expected duration of absence.

**Unexplained Absences** - If a child is absent without notification, we will attempt to contact the parent/carer using the primary contact number provided. If we are unable to make contact and have concerns about the child's welfare, we will follow our safeguarding procedures. All contact attempts and outcomes will be recorded in the child's attendance record.

**Prolonged Absences** - If a child is absent for a prolonged period, we will:

- \* Make repeated attempts to contact parents/carers and emergency contacts.
- \* Send a written communication (e.g., email or letter) to the parents/carers.
- \* Consult with our safeguarding lead if there are concerns about the child's welfare.

**Illness** - If your child is unwell, please keep them at home to prevent the spread of infection. All parents receive a welcome pack which has NHS guidelines of when your child needs to stay at home. Please follow these guidelines so we can prevent the spread of infections and inform us of any contagious illnesses, such as chickenpox, measles, or COVID-19. Children should not return to the setting until they are symptom free or as advised by a medical professional.

## **Guidance on specific illness**

\* **Sickness and diarrhoea** – parents are asked to keep their child at home for 48 hours following the last episode

\* **Chickenpox** – your child can return to preschool when all vesicles have crusted over which normally takes 1 to 2 weeks of recovery

\* **Ringworm** – your child can return to preschool when they have received a first dose of medication

\* **Eye infections** – your child can return to preschool when they have received a first dose of medication

\* **Impetigo** – very contagious. Please treat your child's infection and keep them at home for a minimum of 24 hours

**Drop off and Collection** – Your child must be brought to preschool and dropped off by people aged 16 years and older. We will contact parents if we believe that the person dropping off their child is under the age of 16 years.

This also applies when collecting children at the end of their session. Any persons that we know or suspect are under the age of 16 WILL NOT be permitted to collect a child and leave preschool. Parents will be contacted and alternative arrangements must be made.

**Late Arrival/Early Collection** - Please inform us if your child will be arriving late or collected early. Late arrivals can disrupt the learning environment, so we encourage punctuality. Only authorised persons can collect children. Parents/Carers will need to complete and sign a consent form for any other persons to collect their child. Preschool will not allow any child to leave the setting without parental/carers consent. Please inform us of any changes to collection arrangements.

**Late Collection** - It is important that you arrive on time to collect your child. If for any reason you are unable to, please arrange for a family member or friend to collect your child and inform the preschool. In the unlikely event that you are unable to make alternative arrangements and your child is collected late, you will incur a charge for late collection.

**Safeguarding** - Staff are trained to identify and respond to safeguarding concerns. Any concerns about a child's welfare will be reported to the designated safeguarding lead. We will follow our safeguarding procedures and work with relevant authorities as necessary.

**Review** - This policy will be reviewed annually or as needed to ensure its effectiveness and compliance with relevant legislation.

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**Attendance Policy**

This policy was reviewed and adopted at a Trustees meeting held on 25/11/2025

Signed by [Signature]

Name TERESA HALL Role Chairperson

Policies will be reviewed annually or sooner if there is a change in legislation which may affect it.