**Attendance/absent child policy**

Objectives: To promote good attendance, this is vital to children’s educational achievement, well-being and

keeping them safe.

**To convey clearly to parents and children that:**

* Regular attendance is essential.
* Regular or frequent lateness at the start and end of each session is unacceptable.

**Unjustifiable absence will be investigated and may be recorded as unauthorised absence.**

*To keep records of attendance which:*

* Clearly distinguish between authorised and unauthorised absence.
* Provide accurate information on actual attendance to enable monitoring and evaluation of attendance rates.

**Show lateness so that patterns may be addressed.**

*To build on existing good practice that fosters a positive attitude to good attendance by:*

* Responding rapidly to children's absence.
* Recognising and celebrating children who maintain ‘excellent’, ‘good’ and ‘improving’ attendance.
* Sharing attendance figures with parents and carers.
* Targeting attendance where it has been an issue and putting in place strategies to support improvement.
* Targeting persistent lateness where it has been an issue and putting in place techniques to ensure improvement.

**Sharing information**

*The setting will make its policy on attendance clear to parents and children through:*

* Sharing information and expectations prior to admission.
* The use of standardised letters to parents addressing specific aspects of attendance or punctuality that require parental response.
* Clear systems and procedures to address all pupil absence and lateness.

**Factors affecting attendance**

*The main factors affecting attendance of children at the Pre-school are:*

* Illness of the child.
  + Illness of siblings or parents.
  + Health Services Appointments.
  + Religious observance.
  + Holidays.

Staff understand their safeguarding responsibilities to keep children and families protected from radicalisation and/or extremist behaviour (Prevent Duty) and Female genital Mutilation by being alert to patterns of absence.

**Daily Registration**

* + Registration will be completed at the start of each session within 10 minutes of the start time.
  + Registers of attendance will be kept accurately, indicating clearly when a child is present or absent.
  + Lateness will be recorded. Systems to monitor attendance and punctuality Any absence with no prior explanation will prompt a first day contact.

**Systems to monitor attendance will include:**

* A telephone call to establish the reason for non-attendance.
* Follow-up telephone call for unexplained absence beyond five days.
* A letter when contact cannot be made by telephone call.
* A home visit when attendance is inconsistent.

**Systems to monitor punctuality will include:**

* Discussion with the parent or carer to establish the cause for poor punctuality.
* Letters to parents and carers as appropriate.
* Monitoring and evaluation of attendance data Children’s attendance patterns will be regularly scanned and any particular concern discussed with the parent or carer.
* Attendance figures will be published each half term and will be shared with parents, staff and the Governing Body/Committee or the owner.

**Reporting concerns Concerns about a child's non-attendance will result in contact with the MASH for further advice and support.**

* Multi-Agency Safeguarding Hub: 0845 050 7666
* Emergency Duty Team (outside office hours): 0800 833 408

*The designated lead for safeguarding will liaise with the senior locality social worker if there are already professionals involved in the safeguarding of the child.*

* Oxford City Assessment Team – call 01865 328563 [cfassessmentcity@oxfordshire.gov.uk](mailto:cfassessmentcity@oxfordshire.gov.uk)
* South Assessment Team – call 01865 323041 cfassessmentsouth@oxfordshire.gov.uk Page | 11
* North Assessment Team – call 01865 323039 cfassessmentnorth@oxfordshire.gov.uk

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Rosalind Hambidge (Director) Date: 2/3/2023

Signed on behalf of Little Oak Pre-school (Witney) Ltd

Policy review due: November 2023