



# OLLYANNA PRE-SCHOOL CIO

## ATTENDANCE & PUNCTUALITY POLICY

### Statement of Intent

Pollyanna Pre-School CIO aims to promote good attendance and punctuality as it is vital for the learning and well-being 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. Ensuring that good habits are formed early so that children are school ready. Regular early years attendance is important for all children as it is only through regular, consistent routines that children build up the secure attachments they need for healthy development.

We believe that:

- Regular attendance and punctuality are important for maximising achievement and obtaining the greatest benefit from education.
- Good relationships with children and their families are vital in encouraging regular attendance and punctuality.
- Children settle well and want to attend settings when they feel valued and have a sense of belonging.
- Good habits of attendance and punctuality are key skills for adult life.

### Procedure

We promote good attendance and punctuality by:

- Ensuring children attend for the expected hours, arriving and leaving at the stated preschool session times.
- Recording arrival and departure times via Tapestry in addition to the paper register (emergency rollcall).
- Recording and monitoring late arrival and early collection.
- Requiring parents/carers to call or message the setting if they are going to be late or absent.
- Requiring parents/carers to email if they are planning a holiday during term time so this can be recorded accurately in our registers.
- Monitoring children's attendance via Tapestry.
- Communicating with parents and following up on non-notification of absences and poor punctuality as part of promoting good attendance and punctuality.
- Following up consistent poor attendance and punctuality and making a record of it as appropriate.
- Making contact with parents/carers and, if appropriate, using the emergency contact details that have been provided to try and establish why their child is absent.

***There will be no fee reductions or reimbursements for any child absenteeism.***

### Supporting Families

We recognise that sometimes families may need extra support with attendance and punctuality, therefore good communication is essential between them and their child's key person. We will work with parents/carers to support a child's good attendance and punctuality. Where children's attendance is poor and not improving, we will talk to them about the available support from their local children's centre such as implementing bedtime routines or attending parenting classes.

### Safeguarding

Ensuring the safety and well-being of children is a paramount duty for everyone involved in their care and education. Poor attendance can indeed be a significant indicator of potential neglect and may be considered a safeguarding concern. In situations where there is concern for a child's welfare due to persistent absence, it is not only appropriate but also necessary to act upon according to our safeguarding procedures, which can include contacting Children's Services.



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### Missed Hours And Absence For Funded Hours

Buckinghamshire Council Funding Team is keen to ensure that families are correctly using all the entitlement they are claiming and are requesting that we monitor unattended sessions whether holiday, sickness or unexplained.

Buckinghamshire Council will only fund a child's place due to holiday for two weeks. For holidays of longer than two weeks parents/carers will be required to pay to cover any further missed sessions. We CANNOT keep a place open without this payment. If a funded child is continually absent from particular sessions, we will discuss this with the parent/carer and, if the situation does not improve, a reduction will be made in accordance with Buckinghamshire Council's funding conditions.

### Changes To Sessions Attended

If you wish to reduce the number of your child's sessions, or are leaving the Pollyanna Pre-School CIO, we require written notification at least four weeks before the end of any given term. Failure to give sufficient notice will result in preschool losing vital funding for which the parent will have to pay.

### Withdrawing A Place

We will make every effort to support good attendance and punctuality, as suggested above. However, if there are no other indicators of concern or vulnerability and your child has failed to attend less than 50% of the child's scheduled sessions without a justifiable reason, we may withdraw your child's place. The process for formally withdrawing a child's place is as follows:

- We will attempt to contact the family twice weekly to seek a justifiable explanation (by telephone or home visit and followed up by email), including, of course, first day calling.
- We will send a recorded delivery letter during the third week to invite the parent to a meeting to discuss the situation and advising them of the action that will be taken after the fourth week.
- We will continue to attempt twice weekly contact by phone and email.
- We will send a recorded delivery letter in the final week, explaining that the place will be withdrawn on a specified date.

### Transition

If you decide to move your child to another setting, please inform us so that we can remove them from our register and send the records to the new setting to ensure a smooth transition.

### Linked To

Safeguarding Policy  
Fee Policy  
Admissions Policy

### Review and Approval

This policy was reviewed and adopted on: 1<sup>st</sup> September 2025

Signed by Management Committee: Nikitta Wehrle

Print Name: Nikitta Wehrle

This policy is reviewed **annually** or sooner in response to changes in legislation, guidance, or setting practices.