



Attendance Policy

Rainbow Preschool 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.

It is important that our records of children's attendance are accurately kept and regularly monitored to ensure that we can identify any potential problems and look for patterns. All managers and staff are alert to signs that children who are missing might be at risk of abuse or neglect and appropriate action is taken when children stop attending. We are aware that attendance is not statutory, but that non-attendance could be an indicator of other concerns.

We are particularly aware of the need to monitor children who are in receipt of 2-year-old funding for disadvantaged children and those who receive EYPP, as these groups are considered to be vulnerable learners.

Children's attendance is monitored through daily registers, all absences and reasons for absences must be recorded in the preschool absence book.

Parents are asked to inform us by phone, text or email if their child will not be attending for any reason promptly before the session. We will contact parents if we have not heard from them by 10am for the morning session and by 1pm for the afternoon session. If there is no reply, we will ring again in 15 minutes and if we are still unable to contact parents, we will try the children's emergency contact numbers. If we are still unable to reach anyone, we will contact the police to carry out a welfare check and inform North Somerset on 0300 1232224 and children@n-somerset.gov.uk

Attendance information and the use of funded hours may be passed on to North Somerset Council if requested.

If a child is missing from preschool on several occasions or stops attending the preschool with no notice, staff are alert to the possibility of risk of abuse or neglect and will inform social care who will investigate and liaise with outside agencies. If you are planning holidays during term time you must let us know in advance, including the location of your holiday, so we can record this on our register. We must notify North Somerset Council if your child is funded and will be off for more than 2 weeks as we will be unable to claim funding. Any sessions over the two weeks would need to be paid for you by yourself.

Fees remain payable during periods of absence, unless alternative arrangements have been agreed.