



# NORTHLEACH PLAYGROUP

Mill End, Northleach, Cheltenham, Gloucestershire, GL54 3HJ

Registered Charity No. 1015852

## Attendance Policy

### Statement of Intent

Regular and punctual playgroup attendance is important. Parents must ensure that children attend playgroup regularly if they are to take full advantage of the care and educational opportunities available to them. Northleach Playgroup fully recognises its responsibilities to ensure children are in playgroup and on time, therefore having access to learning for the maximum number of days and hours. Our policy applies to all children registered at this playgroup; and this policy is made available to all parents/carers of children who are registered at our playgroup and is on our playgroup website. Although parents/carers have the legal responsibility for ensuring their child's good attendance, the manager and staff at our playgroup works together with other professionals and agencies to ensure that all children are encouraged and supported to develop good attendance habits. Procedures in this policy are followed to ensure this happens.

### Aim

This attendance policy ensures that all staff in our playgroup are fully aware of and clear about the actions necessary to promote good attendance. Through this Policy we aim to:

- Improve children's achievement by ensuring high levels of attendance.
- Create an ethos in which good attendance are recognised as the norm and seen to be valued by the playgroup.
- Raise awareness to parents / carers of the importance of uninterrupted attendance at every stage of a child's education.
- Promote a positive and welcoming atmosphere in which children feel safe, secure, and valued, and encourage in children a sense of their own responsibility.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise the key role of all staff, in promoting good attendance. We maintain and promote good attendance through:
  - Raising awareness of attendance issues among all staff and parents.
  - Ensuring that parents have an understanding of the responsibility placed on them for making sure their child attends regularly.

- Maintaining effective means of communication with parents and staff on playgroup attendance matters.
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness.
- Supporting children who have been experiencing any difficulties at home or at playgroup which are preventing good attendance.
- Developing and implementing procedures to follow up non-attendance at playgroup.

## **Procedures**

Our playgroup will undertake to follow the procedures below, to support good attendance:

- To maintain appropriate registration processes.
- To maintain appropriate attendance data.
- To communicate clearly the attendance procedures and expectations to all staff and parents.
- To have consistent and systematic daily records which give detail of any absence and lateness.
- To follow up absences and persistent lateness if parents/carers have not communicated with the playgroup.
- To work with parents to improve individual children's attendance.
- All staff should be aware that they must raise any attendance concerns to the manager who has responsibility for monitoring attendance.
- To mark a circle or H for holiday in the register – where parents have informed us before the absence.
- To mark in Red Pen on the register – any follow up, where parents have not informed us before the absence.

## **Responsibilities**

All members of playgroup staff have a responsibility for identifying trends in attendance. The following includes a more specific list of the kinds of responsibilities which individuals might have.

Manager / Deputy The person responsible for the register for each session is responsible for:

- Collating and recording registration and attendance information.
- Taking and recording messages from parents regarding absence (if a parent does not give a reason, we can prompt them).
- Ensuring the register/Daily arrivals is completed.
- Ensuring that the late arrivals / and or early departures are marked on the register.
- Contacting parents of absent children where no contact has been made, with immediate requests for the reason for absence. If no answer, we mark them as rung & no response.
- Keeping an overview of session and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and / or unusual explanations for attendance offered by parents / carers.

- Informing the manager where there are concerns and acting upon them.

## Parents

Parents/Carers are responsible for:

- Ensuring that their child attends playgroup regularly unless prevented from doing so by illness or attendance at a medical appointment.
- Contacting the playgroup on the first morning of absence.
- Informing the playgroup in advance of any medical appointments, in playgroup time.
- Informing the playgroup in advance of any holidays or days out, in playgroup time.
- Talking to the playgroup as soon as possible about any child's reluctance to come to playgroup so that problems can be quickly identified and a support strategy can be put in place

## Addressing Attendance Concerns

It is the responsibility of the manager and the staff to support good attendance and to identify and address attendance concerns promptly. In playgroup we rely upon parents to ensure their child attends playgroup regularly and therefore where there are concerns regarding attendance, parents are always informed of our concerns. Initially concerns about attendance are raised with parents. There will be opportunities for the parent/carer to discuss reasons for absence and support to be given by the playgroup with the aim to improve attendance. Where a child's attendance record does not improve over a period of time then the playgroup has a responsibility to follow Safeguarding Procedures.

## Monitoring Attendance

Our manager has the responsibility for ensuring that all of the attendance data is accurately recorded. The manager, deputy, and where relevant the key person, meet to discuss all attendance concerns and appropriate actions are taken following these meetings.

Signed \_\_\_\_\_

Role of signatory \_\_\_\_\_