**ATTENDANCE POLICY**

At **Sutton Bonington Playgroup** we believe good attendance is essential if children are to be settled and take full advantage of the learning and development opportunities available to them at pre-school. At a young age, continuity and consistency are important contributors to a child’s well-being and progress.

**Aims**

* To create a culture where good attendance is ‘normality’ and valued
* To value the individual and be socially and educationally inclusive
* To be consistent in the implementation of our policy and procedures

Whilst attendance at pre-school is not mandatory, regular and punctual attendance is important so that all children have full access to the activities offered. Regularly missing sessions can be unsettling for children.

**Procedure**

Children should arrive at playgroup for 9.00 am or 12.00 pm or 1.00 pm depending on the session being attended.

Parents are expected to inform the setting of an absence by ringing or messaging on **07977 545702**. If pre-school has not been informed by 9.30 am on the day of the absence, then a member of staff will contact the parent/carer.

Parents of children whose attendance is inconsistent and generally poor may be contacted by the nursery manager and their future attendance monitored. If there is cause for concern, the health visiting service and/or Multi-agency Team may be contacted in order to ascertain if family support may be needed. In more urgent cases, social care may be contacted.

Holidays will be marked as such in the daily register.

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| **This policy was adopted on** | **Signed on behalf of the nursery** | **Date for review** |
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