



## Attendance Policy

### Aim

We believe the reason why children attend the preschool is to support their learning and development to make sure children are kept safe their wellbeing is promoted and they do not miss out on opportunities.

We aim to promote good outcomes for children.

### Procedures

- Ensure children attend the hours
- Require parents to call the setting if they are going to be absent or late
- Report sickness
- Communicate with parents about absences
- Monitor children's attendance
- Follow up poor attendance

We respect that some families may need extra support with attendance so good communication is essential

If a family needs support, we will always try to help

We will investigate absences and record reason of absence

We always have two or more points of contacts this gives us additional options to get in touch.

### Missing in Education

Refer to Keeping Children Safe in Education 2019

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