



Royal Naval Pre-school Learning Organisation

Attendance Policy

RNPSLO recognises the importance of children's attendance in relation to maximising their learning experience and their future outcomes. We will strive to work with parent/ carers to promote their child's attendance so that good habits form for future learning.

Children attending the childcare setting regularly will have full access to the curriculum, embedding good habits, a supportive routine building good relationships, developing positive self - esteem, securing learning and development as a whole family priority.

The childcare settings have set opening and closing times and our expectation of the parent/ carers are that their child is dropped off at the beginning of the session on time and collected promptly after the session / day.

If the child is going to be absent from a pre booked childcare session then the parent/carer must inform the childcare setting at the earliest opportunity on the first day of absence, this can be through FAMLY, social media if practical to do so or by phoning and leaving a message on the childcare setting's land line.

If no contact has been made by the parent/ carer after two days of unreported absence the childcare setting will try and contact the child's parent/carer.

The childcare setting keeps records of children's attendances through the daily register to monitor and to check that any absences are reasonable eg. Illness, religious/cultural observance or pre booked holiday.

On joining the childcare setting parent/ carers are required to sign the parent declaration agreeing to send their child to the pre booked sessions and /or the free Early Years Grant funded sessions booked. If the child does not attend their funded sessions regularly, then funding may be withdrawn.

For those children who are on child protection plan and have an allocated social worker the childcare setting must inform the social worker of the child's absences.

If the childcare setting thinks that after monitoring the child's absences they are thought to be suffering or at risk of suffering significant harm, then contact to the MASH team will be made at the earliest opportunity on 01752 668000

Or mash@plymouth.gov.uk.

There may be occasions or circumstances when a short-term solution of a reduced timetable for a child is required, this would agree with the parent/carer and made on a case-by-case basis considering the best interest of the child. The setting will provide appropriate support and resources to help the child overcome any challenges and to help them reintegrate accessing all their sessions as soon as possible.

The childcare setting has a legal duty to ensure that children receive all of their funding entitlements and every effort is made to make reasonable adjustments to make this happen.