# STRATTON PLAYGROUP

**1 Attendance Policy**

**Policy statement**

Regular and punctual playgroup attendance is important. Parents must ensure that children attend their booked-in playgroup sessions if they are to take full advantage of the care and educational opportunities available to them. Stratton 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. Procedures in this policy are followed to ensure this happens.

**Aims and Objectives**

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 in Green Pen on 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 / Supervisor**

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 Non-Attendance Sheet 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.

**Manager**

The Manager is responsible for:

* Overall monitoring of playgroup attendance
* Contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues.
* Monitoring individual attendance where concerns have been raised.
* Liaising with other professionals to determine potential sources of difficulties and reasons for absence.

**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.

**Registration**

* All the playgroup doors open at 8:15 am for Early Start; 9.00 for AM Session; 12 noon for lunch club; and 12.30 pm for PM Session. There is no pick up in-between times without prior notice. The supervisor / session lead has the responsibility for keeping an accurate record of attendance.  Any child who is absent must be recorded at the beginning of each session. The attendance register must be completed by the supervisor / session lead promptly. (Attendance times are noted for arrival and departure; and absent written as appropriate).

Attendance registers are legal documents and these must be kept secure and preserved for a period of six years after the date they were last used.

**Lateness**

Any children who comes into playgroup after the register is taken, will be marked with the time of arrival in the attendance record. Children who have attended a dentist or doctor’s appointment and subsequently come to playgroup later than the register is taken, will have the absence recorded as a medical absence on the Non-Attendance sheet.

A note will be recorded on our new ‘Late Form’ – if children are either dropped off or collected more than 10 minutes late.

**ABSENCES**

Parents/carers should contact the playgroup on the first day of their child’s absence. When parents/carers notify us of their child’s absence it is important that they provide us with details of the reason for their absence.

Where we have not received reasons for a child’s absence then we would ring the parents/carers.

**First Day Contact**

Where a child is absent from playgroup and we have not received any verbal or written communication from the parent, then we initiate a first day contact process. The supervisor / session lead checks the registers at various times on a daily basis, to identify those children who are absent. There are occasions when we are unaware why the child is absent and we will contact the parent to check the reasons for the child’s absence.

**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 on the Updated System Summary Sheet. The manager, deputy, and where relevant the key person, meet to discuss all attendance concerns and appropriate actions are taken following these meetings.

**Changes to these Procedures**

Changes to these procedures can only be made by the management committee of the playgroup.

This policy was adopted at an open committee meeting of Stratton Playgroup

Held on

**10/05/2023**

Signed on behalf of the committee