1.32 Attendance Policy

Policy statement

At St Christopher's Playgroup, we believe regular attendance is crucial for children's development and well-being in their early years. This policy outlines our expectations for attendance, procedures for reporting absences, and the actions we will take in cases of unexplained or prolonged absences. We are committed to ensuring the safety and well-being of children in our care.

Why is Regular Attendance and Punctuality Important?

- Absence and lateness affect children's ability to participate and benefit from the EYFS curriculum
- Children who arrive late may disrupt the routine of the setting and other children
- Poor attendance may result in a child finding it difficult to settle, to become involved and to form social relationships
- Regular attendance and punctuality help to instil good habits and promote the development of a positive attitude towards playgroup and later on school.

Expectations for Attendance

At St Christopher's Playgroup we expect children to attend their scheduled sessions regularly and Punctually. Parents and carers are responsible for ensuring their child's attendance. If a child is unable to attend, parents/carers must notify us as soon as possible.

St Christopher's Playgroup is responsible for supporting the attendance of children and dealing with issues that may lead to non-attendance. We aim to work in partnership with parents and carers to ensure children have a good attendance. Parents/carers who are in receipt of funding are responsible for ensuring that their children have access to early education and that their children attend regularly and on time.

Recording Attendance and Reporting Absences

We complete a daily register of children attending and will use symbols for children that are present and any absences.

Parents and carers must notify playgroup of their child's absence on the day of the absence. This can be done via text or telephone call on the Playgroup mobile phone 07914 740022 or by email info@stchristophersplaygroup.uk. When reporting an absence please provide the reason for absence and the expected duration of the absence eg; illness, appointment, holiday

Unexplained and Prolonged Absences

If a child is absent without any notification from their parent or carer by 9.30am, we will attempt to contact them.

Management would use their professional judgement as to when a child has had a prolonged absence without any explanation. If a child is absent for a prolonged period we will make repeated attempts to contact parents/carers and any emergency contacts. We request emergency contacts to be provided on children's registration forms. If a child has repeated absences without any explanation we will follow procedures on withdrawing a child from playgroup. Gloucestershire County Council will be notified of funded only children's absences.

Illness

If your child is unwell, please keep them at home to prevent the spread of infection or illness. Please inform us as soon as possible of any contagious illnesses such as chickenpox or measles so that we can make other parents and carers aware.

Late Arrival and Early Collection

Late arrivals can disrupt the learning environment so we encourage punctuality. Please do let us know if your child will arrive late or be collected early. Only authorised people can collect children so please do let us know of any changes to collection arrangements.

Late Collection

We expect children to be collected on time. In the event of any repeated lateness we will charge for late collection as set out in our Late Collection policy.

Safeguarding

St Christopher's Playgroup have a duty to keep children safe and protect them from harm. Poor attendance can be seen as a Safeguarding issue. If the Manager or Deputy has any concerns regarding the unexplained or prolonged absence of a child they will follow their Safeguarding procedures.

This policy was adopted at a meeting of	St Christopher's Playgroup	name of setting
Held on	September 2026	(date)
Date to be reviewed	September 2027	(date)
Signed on behalf of the management committee	KJCookes	
Name of signatory	Karen Cookes	
Role of signatory (e.g. chair)	Manager	