



Attendance Policy

Aims

- To work in strong partnership with parents and carers to ensure that every child attends Skylarks Community Preschool regularly and is punctual.
- To provide a safe and comforting routine when children arrive, throughout the session/s and again when children are collected.
- To support all children and their families to establish good routines which will continue throughout their child's education.
- Ensure that staff and parents are clear about the expectations of the child's attendance.
- Improve the child's achievements by ensuring high levels of attendance and punctuality.

At Skylarks Community Preschool we believe in supporting good attendance. Children who attend Skylarks Community Preschool, are not of statutory school age, nevertheless, we believe regular attendance at this stage is important for the following reasons

- Children who attend Skylarks Community Preschool regularly, arrive and are collected on time are more secure and better able to make the most of the learning and development opportunities that we provide. It establishes patterns of attendance for the future.
- Research shows that regular take up of early education in a high quality setting has a long-lasting impact on children's social development and intellectual attainment throughout school and later life.
- It supports settling at the preschool.
- It supports continuity of learning.
- We have a responsibility to ensure that government funded places are used to the full extent.

The Leadership Team will monitor this information and any unexpected absences as part of our duty of care to ensure the welfare and safeguarding of all children.

Informing the Skylarks Community Preschool about absences

Although regular attendance is important, Skylarks Community Preschool recognises that children will be absent for several genuine and legitimate reasons. For us to

record absences accurately, as we are required by law to do, we need to know the reason why a child is absent. If a parent knows that their child will be absent for any reason, they are asked to inform their child's Keyworker or Session Leaders in advance. If their child is ill and unable to come into Skylarks Community Preschool, we ask that they inform Skylarks Community Preschool through our Tapestry, via email or phone at the earliest opportunity. If we haven't heard the reason for a child's absence, we will ring the parent in the first 30 minutes of the session to check that everything is alright and to find out why their child is not in preschool and will persevere to ensure contact is made with the family.

Children about whom we have concerns

Skylarks Community Preschool carefully monitors the absences of those children about whom we have concerns, particularly those on Child Protection Plans or part of an Early Help Plan. Any child who is subject to a Child Protection Plan, and absent without explanation, will be brought to the attention of their Social Worker. Preschool staff will use their judgement about notification of absence for other children about whom they have concerns.

Holidays

If you plan to take your child out of preschool for a holiday, please let your child's Keyworker or Session Leaders know or please email skylarkscps@gmail.co.uk

Refunds for absences

Regretfully, Skylarks Community Preschool cannot make any refund for contractually agreed sessions missed due to absence, whatever the reason.

This policy was adopted by	Skylarks Community Preschool	(name of provider)
On	1 st August 2026	(date)
Date to be reviewed	1 st August 2027	(date)
Signed on behalf of the provider		
Name of signatory	Kathleen Thomson	
Role of signatory (e.g. chair, director or owner)	Manager/Trustee	