



Attendance Procedure

We would ask that all parents/carers;

- Notify us in advance if your child is going to have a planned absence from pre-school
- Notify pre-school on the first morning of an absence that your child will be off by telephoning either: Rainbow 1; 02380 701601 or Rainbow 2; 07984649439 (please leave a message on the answer phone if necessary). Or via email or Tapestry note.
- If we have not heard from you as to why your child is absent from pre-school we will make every attempt to contact you and your emergency contacts. Where we have a confirmed absence on the previous working day, and you have failed to call us, we will just contact the parents/carers once. On the next working day if the child is still absent and we have not heard from you the normal attendance procedure applies.
- Please keep pre-school informed if your child is to have a prolonged absence as we like to know how your child is doing. For funded children, Southampton City Council expect an attendance of around 95%. The council will not pay for absence over two weeks, it is therefore the responsibility of the parent/carer to pay for any absence of over two weeks with our prior consent.
- If a child is absent for more than 1 week without explanation/contact from parents/carers, a letter will be sent out and if there is still no response in 5 days their place will be allocated to someone else. Any outstanding payments will be due and payments already made for those sessions will not be refunded.
- You will be liable for any sessions that have been unable to be claimed within funding, before your child can recommence. If your child does not return to pre-school you will be liable to pay fees in lieu of notice plus additional charges.

In the event that a child is absent and we have not been able to contact you, the following procedure will apply;

1. We will call your contact list at least twice
2. If no reply at all we will contact any additional agency support that you have, such as a social worker
3. If you have children at Wordsworth Primary School we will contact the school to check their attendance.
4. As a final resort we will attempt to make a home visit – where staff ratios allow and we deem it to be appropriate. If we cannot staff the home visit during pre-school hours, 2 members of staff

will go together after pre-school. If after the home visit we are still concerned, we will contact the Police for a check.

If you are in receipt of Nursery Education Grant and you have repeated spells of absence with no clear reasons, we are obliged to contact Southampton City Council and inform them of the situation. Please be aware that repeated nonattendance will result in the withdrawal of the Nursery Education Grant, and any outstanding fees will be your responsibility to pay. Southampton City Council are unable to pay for holidays or advised absence periods of longer than 2 weeks. This is applicable in all circumstances.

This policy was adapted at a meeting held at Rainbow Pre-school in October 2019

Signed on behalf of Rainbow Pre-school

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Review review date: September 2020