



Holy Trinity Preschool Attendance Policy

Date

Signed

Next Review:

Principal

DE 2003 in the Curricular guidance for preschool education states:

“By the time children start pre-school, they have already had a variety of experiences and have developed in a number of ways. To build upon the learning that has taken place in the home and its immediate environment, the pre-school will provide the children with a rich variety of challenging play activities and other experiences in a stimulating environment. ”

Statement to intent

We at Holy Trinity Preschool are funded by EA Education Authority for a number of preschool places each year.

We promote and encourage good attendance for all children through a positive partnership with our parents and carers, highlighting the value of play through a broad and balanced preschool curriculum.

Procedure

Parents will be informed of the expectation of good attendance for all children when they commence preschool. Parents will also be informed of the value of play and the way in which their children learn in a safe stimulating environment where qualified staff are trained to meet the needs of every child. All this information will be shared with parents at the beginning of each year through the parent information booklet.

Staff maintain daily records of attendance which are audited regularly by EA and Social Services.

We understand that there may be occasions when your child is unable to attend preschool (for example due to sickness, please note our exclusions timescale in our Infection Control policy) we ask parents to advise us of the decision not to send the child to preschool as early as possible that morning or prior to.

If your child has a period of absence where you have not made contact with us we will continue to make contact with you regarding regular updates re your child's attendance.

If your child is absent for a period of 15 days or more where the parent/carer has not informed us and we have been unable to establish contact with the parent/carer, we will be obliged to inform the EA regarding this poor attendance record.

This may have implications on the allocation of this free place and as a result, the child may lose their funded place within the preschool.

Links with other policies- Partnership with Parents

Infection Control policy

This policy has been adopted by the management committee of Holy Trinity
Preschool.