



Thorndown Pre-School

Pre-School Attendance Policy

Our aspiration is that Thorndown Primary will be an outstanding school.

We value and respect everyone in our community and work as a team to:

- Provide learning experiences which support and inspire high achievement for all;
- Ensure a caring, safe and welcoming environment;
- Promote co-operative and responsible attitudes to make a positive contribution;
- Actively encourage independence and confidence to thrive in a changing world.

“Happy, Healthy, High Achievers”

Approved at Learning & Development committee meeting on: 16 March 2017

Review Period: Every 2 years

Date for next review: Spring 2019

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Aim

It is our aim to give every child the best start in education. To do this we aim to encourage children to attend regularly and punctually.

Our attendance officer is Angie Cook - Thorndown Primary School Secretary

Attendance

It is the school's belief that children learn best by consistent care. Attendance plays an important part in this. A child needs to attend regularly to gain a full understanding of school life.

We understand that good attendance sets good boundaries for the future.

Attendance registers will be kept and records passed on to future settings.

Absences

The school understands that on occasions children may be too ill to attend Pre-School. On these occasions it is the parents' responsibility, to contact the Pre-school by telephone, before the session begins, so the absence can be registered as authorised. The Pre-school can be contacted through the Primary School office on 01480 365103. Parents are asked not to pass messages through other parents or members of staff. Absences can be notified by telephone, email or personal visit.

The Pre-School must be notified of absences and the reason for the absence on the first day of absence and then updated regularly throughout the absence.

If a child's attendance is below 80% in any term, parents will be contacted and invited to a meeting and if no reasonable explanation is given, the Pre-School reserve the right to withdraw the space.

If a child is receiving the free nursery place, all attendance is required to be reported to the local authority and parents may be charged for absences if the reason is deemed to be unacceptable.