Attendance Policy

Why Attendance Matters

At preschool age, regular attendance helps children feel secure, build friendships, and make the most of early learning opportunities.
Consistency supports their social, emotional and academic development, setting the foundation for a positive start to school life.
We believe every day matters. Each session offers valuable learning and play experiences that children benefit from when they attend regularly.

Our Aims

We aim to:
* Encourage good attendance and punctuality.
* Help children develop positive routines and habits for school readiness.
* Promote an inclusive and supportive environment where every child feels valued.

Why It's Important

Regular attendance helps children settle, feel safe, and develop strong attachments with their key person and peers.
Children who attend consistently are more likely to achieve better learning outcomes and develop important social skills.
Missing days can impact confidence, friendships and learning progress.

Research shows that children who regularly attend early years settings benefit greatly in both learning and emotional well-being compared to those who do not.

Attendance Procedure

If your child is absent, please inform us as soon as possible and let us know the reason. You can do this directly by emailing **fbcps1@gmail.com** or by telephoning **0116 240 4276** to speak to a member of staff. All absences are recorded.
If we do not hear from you, you will be contacted by a manager to check in with you.
Please make sure your child arrives on time for the sessions they attend.

If Your Child Is Reluctant To Attend

It is normal for some children to have days when they don't feel like coming in. This may be because they are tired, unsettled, or simply prefer to be at home. You can help by:
* Talking positively about preschool and the fun they will have with their friends.
* Keeping a consistent routine, including bedtime.
* Working with us to find ways to make drop-offs easier.

We are here to support you and your child every step of the way.

Supporting Families

We understand that some families may face challenges that affect attendance. If this happens please talk to us. We can perhaps offer ideas for bedtime and morning routines or support healthy eating habits. We can also provide information about local services such as early help teams or family support agencies.

Good communication between home and preschool helps to ensure your child's wellbeing and learning needs are met.

If you decide to move your child to another setting, please inform us so that we can pass any relevant information onto the next setting to ensure a smooth transition.

Safeguarding
We all have a duty of care to keep children safe and protect them from harm. Poor attendance can be seen as a safeguarding issue.

This Policy was adopted at a meeting of the pre-school held on 25th August 2026.

Signed on behalf of the pre-school: Rebecca Horseman (Manager)

Date to be reviewed: August 2027