



Safeguarding Policy

Attendance Policy

Policy statement

Cricklade Pre-School Playgroup wants to work with Children and Families to ensure that we deliver early education to a high standard and provide planned learning activities to help Children progress towards achieving early learning goals. To enable this to happen Children's regular attendance is necessary.

Parents are asked to phone the setting to inform them when Children are unwell and unable to attend and give prior notice of holidays. A record is kept in the daily diary. When this does not happen on their return to the setting parents will be asked for an explanation.

Children's attendance is monitored. When erratic attendance or non-attendance is observed a discussion will take place with parents to see if there are any problems which are preventing full attendance. If possible the setting will change the Child's hours or days to help families ensure their Child's attendance.

Where a Child has not attended for a week and no messages have been received the Manager will contact the parent by phone. If this fails attempts will be made to make contact by e-mail or letter.

Agreed by the committee of Cricklade Pre-School Playgroup on

Signed by the Chairperson on behalf of the Committee

Date to be reviewed June 2020.....