

Admissions, Attendance and Absent Child Policy

Policy Statement - It is our intention to make our pre-school accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the Preschool through open, fair and clearly communicated procedures.

Registration - Application forms for children will be kept on file until the child is old enough to attend, or a place becomes available. A member of staff will contact parents regarding available sessions and start date. Children will be invited to visit Stay and Play or to visit on a mutually agreed date before starting. All Children must have completed registration forms and these must be presented to or in the hands of the preschool before the child's first session.

Procedures - We offer funded places in accordance with the Code of Practice for North Yorkshire L.E.A. and any local conditions in place at the time. Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

- We ensure that the existence of our Pre-school is widely advertised in places accessible to all sections of the community.
- We ensure that information about our Pre-school is accessible, in written and spoken form and, where appropriate, in more than one language. We will provide translated written materials where language needs of families suggest this is required as well as access to an interpreter.
- We arrange our waiting list in birth order.
- We describe our Pre-school and its practices in terms that make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders.
- We describe our Pre-school and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, and ethnicity or from English being a newly acquired additional language.
- We describe our Pre-school and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the Pre-school.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We make our Inclusion policy widely known.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the Preschool that provides stability for all the children.

Attendance Policy - Children may begin attending Pre-school from the term in which they are two years old. If places are available, children may be invited to attend from the age of two, but this will be at the discretion of the staff and committee. The staff reserve the right to suggest that children who do not settle are left for only short periods of time, or brought back when they are a little older. Should this situation arise, the decision will be made after consultation with the parents, but the final decision must rest with the staff.

When afternoon sessions or all day sessions are available then these will be offered to the older funded children first, and any remaining spaces can be offered to younger children in date of birth order.

When children are admitted into the Preschool we ask that parents fill in an Registration form which gives us information and details about each child, the doctor, health visitor, and other emergency contact numbers, as well as giving us permission to take the child to the toilet, change soiled clothing, escort the child on short walks and take photographs of the child.

Children from outside Pickering are welcome to attend Pre-school; we take children from a wide area. We are flexible about the times that children attend and accommodate different session times wherever possible.

Absent Child Policy - If a child is unable to attend on their nominated day we ask that parents call to give an explanation by phone, text, or email before their child's session. If we do not have an explanation of absence we will endeavour to contact parents that day. If we fail to make contact within 48 hours we will contact Children's Services. (This is in accordance with the Children's Act 2004)

This policy reflects the vision and aims of this Pre-school by:

- Encouraging staff, parents/carers and children to maximise the learning experience in order that all children reach their full potential.
- Providing clear procedures for involving parents/carers relating to school attendance.

Principles - Regular and punctual attendance is of paramount importance in ensuring that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late and research has shown the negative effect of absence.

Children should be at Pre-school, on time, unless the reason for the absence is unavoidable. As an Early Years setting, we actively encourage parents to support us in this policy, as our absence statistics are scrutinised by Ofsted and have an impact on the overall judgement a setting is given.

The Role of Staff - Staff complete the register at the beginning of each morning and afternoon session. If parents/carers have not explained the reason for absence and if the absence continues we will ring the parent.

Procedures - Absence is either authorised, such as in the case of illness or of religious/cultural observance, holidays or unauthorised, when there is no reason given for such absence or when it is considered that the explanation is unjustified or unreasonable. If absence is a persistent problem (15% or more) a meeting will be arranged at the setting with the parent and Pre-school Manager to discuss if the family are in need of support.

Legal Framework: The Equality Act 2010

This policy was adopted at a meeting of Pickering Pre-School Playgroup held on 31st August 2023.

Date to be reviewed – Before end of August 2024.

Signed on behalf of the management committee

Name of signatory – Richard Allenby (Chairperson).