



Regent House Preschool

Managing Pupil Attendance Policy

By attending Preschool regularly, children are gaining the best start in life.

On acceptance of a place at Regent House Preschool, it is expected that all pupils will:

- commence school on the allocated start date
- attend school punctually
- attend school regularly
- be absent from school for sickness reasons only
- attend school dressed in the correct uniform
- be collected on time, at the close of the session

Regent House Preschool staff monitor and record each pupil's daily attendance and the school has a duty to address any attendance issues. Regent House Preschool is committed to working in partnership with Parents/Carers to achieve the very best outcomes for all children and collaboration and engagement between home and school will be sought.

Procedure in relation to planned absence from school

If you know your child will not be able to attend Preschool on a particular day or will arrive late, perhaps as a result of a medical or other such appointment, please inform school in writing and in advance using the following email address:

ldickson825@rhs.newtownards.ni.sch.uk

Please also email your child's class teacher as follows:

LADYBIRDS: cauld304@rhs.newtownards.ni.sch.uk

BUTTERFLIES: tthompson835@rhs.newtownards.ni.sch.uk

Procedure in relation to an unplanned absence from school

1. Regent House Preschool staff expect Parents/Carers to communicate any unplanned, unexpected absences by contacting the school directly on the first day of the absence (via email using the addresses noted above).
2. Parents/Carers should regularly update Preschool about any extended absence and provide details of the reason for it. An extended absence is one that lasts, or is expected to last, for more than two days.
3. In the event there is no contact from the Parents/Carers regarding an unplanned, unexpected absence, Preschool staff will seek to make contact on the second day of the absence, where that absence continues into a second day without explanation. Initial contact will be via phone. Where the absence continues, and contact has not been successful, further contact will be attempted on a daily basis.
4. If after one week of unplanned, unexplained absence, there has been no attempt by the Parents/Carers to contact Preschool and staff have been unsuccessful in their efforts to contact the parents/carers via telephone, a letter will be sent.
5. At this point, if the child is known to Social Services, then Social Services will be informed of the absence. The school will then also seek external support and guidance from HSCNI Early Years.
6. If, after one month, there has been no contact made with Preschool and the absence remains unplanned and unexplained, Regent House Preschool staff will remove the child's name from the school register and offer the place to the next child on the school's waiting list.

Should staff have a concern about a pupil's level or pattern of attendance, the Manager or Deputy Manager will seek to meet with Parents/Carers to discuss the issue and to explore any difficulties which may be preventing the child from attending Preschool. At this meeting, the staff may be able to offer strategies and support to help Parents/Carers ensure the child's attendance will improve. Following this meeting and completion of any actions agreed at this meeting, should the child's pattern of attendance fail to improve, the school will seek external support from HSCNI Early Years.

Monitoring and evaluation

This policy will be reviewed and monitored in line with the Preschool's policy review schedule.

Reviewed:

14/05/23 - 21/08/23

Approved by BOG:
21/09/23