Rainbow’s End Montessori School is a non-statutory provision for early years education.

However, the setting is required by Ofsted to monitor and promote prompt and regular attendance.

There is a proven link between attendance, punctuality and children’s attainment.

Irregular attendance, unexplained non-attendance and regular late attendance can all be indicators of safeguarding concerns.

Therefore it is expected that parents will commit to bringing their child to preschool promptly & regularly.

Rainbow’s End Montessori School is committed to promoting excellent levels of attendance and punctuality, thus enabling children to take full advantage of the educational opportunities available to them.

Regular attendance and punctuality are important because:

• Absence and lateness affect children’s ability to participate and benefit from the curriculum.

• Children who arrive late miss out on the regular greetings, routines and sharing of information at the beginning of the session, which affects their ability to understand & become familiar with routines.

• Children who arrive late disrupt the routine of the classroom and the work/progress of others.

• Poor attendance and punctuality may result in a child finding it difficult to settle, to become involved and to form social relationships.

• Regular attendance and punctuality help to instil good habits and to promote the development of a positive attitude towards school.

Punctuality:

* The morning sessions begin at either 8am or 8.30am. It is expected that children will arrive by **9am** **at the latest**.
* The afternoon session begins at 12.30pm. It is expected that children will arrive by **12.30pm at the latest**.

Non-Attendance:

* Parents must telephone or email the setting by 9am on the first morning of absence.
* Parents must inform the setting as early as possible about pre-planned absence eg for a holiday or appointment. These will be noted in the diary. Parents are reminded that children receiving the Nursery Education Funding may take up to 10 days holiday per term, after which funding for further holiday days taken during that term may be withdrawn by the Local Authority. Where funding is withdrawn, either at the time or retrospectively eg as a result of a Funding Audit, parents will be required to pay full fees for days for which funding has been withdrawn.
* Parents are reminded that, where a child in receipt of Nursery Education Funding does not attend regularly the Local Authority may withdraw funding for that child. Where funding is withdrawn, either at the time or retrospectively eg as a result of a Funding Audit, parents will be required to pay full fees for all sessions from the date from which funding was withdrawn.

Procedures for monitoring Non-Attendance:

* Staff note all absences, by using the appropriate symbol in the register. (S = sick; H = Holiday; M = Medical Appointment; A = absent for other reason (where an explanation has been given); a = absent (reason unknown)
* First Day Response procedures are followed for any child who is absent and whose parents have not contacted the preschool to provide a reason for absence. The senior staff member will telephone or email the parents to enquire about the reasons for the absence. Parents are politely reminded of their responsibility to inform the preschool of the reasons for their child’s absence by 9am on the first day of absence.
* First Day Response is essential for Safeguarding children.

Procedures for promoting Regular Attendance and Punctuality:

* The importance of regular attendance & punctuality and the procedure for reporting absence is explained to parents in the Welcome Pack that they receive when their child begins attending the setting
* The importance of regular attendance & punctuality is discussed with parents, both during Parents’ Evening consultations and as part of informal discussions with the child’s key person.
* Advice, support & strategies are offered to parents who are having difficulty achieving prompt & regular attendance for their child

Parents’ Responsibilities:

* Parents are responsible for ensuring that their children attend regularly and punctually.
* Parents are responsible for contacting the setting by 9am on the first morning of absence.
* Parents are responsible for informing the setting in advance of planned absences.
* Parents are responsible for ensuring that their children arrive at preschool on time, appropriately dressed for an active day, and ready to learn.
* Parents are responsible for ensuring that their children are collected from preschool promptly and at the agreed time at the end of the preschool session.

THS 08/23