



Attendance Policy

Happy Bunnies aim is to give every child the best start in education. To do this we aim to encourage parents to bring their children to Pre-school regularly and punctually. It is Happy Bunnies belief that children learn best by consistent care. Attendance plays an important part in this. A child needs to attend regularly to gain a full understanding to what is being taught. We understand that good attendance sets good boundaries for the future.

Procedures

ABSENCES

We understand that on occasions children may be too ill to attend pre-school. On these occasions it is the parents responsibility to contact Happy Bunnies on the first day of absence before session begins and then keep us updated regularly throughout the absence so it can be registered. You can contact us by:

- Telephone - 02380443404
- Email – 25happybunnies@gmail.com
- Personal visit

Parents are asked not to pass messages through other parents.

HOLIDAYS

If you are planning holidays during term time you must let us know in advance so we can record on our attendance register.

UNAUTHORISED ABSENCES

If your child is absent for 2 days and we have not heard from you, we will call to establish why they are absent. If we cannot make contact with the parent we will then use the other contact numbers.

Fees remain payable during periods of absence

We will notify Southampton City Council where children in receipt of Nursery Education Funding are absent for more than 2 consecutive weeks and your child's funding may be at risk of being withdrawn.

Your child's place at Happy Bunnies may be at risk if their attendance drops below 85%.

CONCERNS

If we are concerned about the welfare of a child the relevant professionals are contacted immediately and LSCB procedures are followed.

This policy was adopted by

Happy Bunnies Preschool

(name of provider)

On

(date)

Date to be reviewed

(date)

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or owner)
