

École Française de Bristol



L'École Française de Bristol

Pour faire vivre ton français

Attendance Policy Preschool

Last review date:	September 2025
Next review date:	September 2026

PRESCHOOL

We register children over a minimum of 2 days in our nursery.

Settling in arrangements:

Children are most welcome to visit on Open Days.

They can attend part-time (mornings only from 8 am or 9 am until 12 or 1 pm) during the first week of registration (or more in particular circumstances).

Why good attendance is important:

- Young children find it easier to build and sustain a range of social relationships when they regularly attend their childcare setting, according to the pattern agreed with the family. It is only through regular, consistent routines that children build up the secure attachments they need for healthy development.
- Children who regularly miss sessions or are generally late, can frequently experience a sense of having to try a little bit harder just to understand what is going on and what other children are talking about or doing.
- Regular attendance, on time, helps many young children to separate from their parents or carers at the start of the day and settle more readily into daily life in their nursery.

How do we promote good attendance?

We promote good attendance and punctuality by:

- Ensuring children attend for the expected hours
- Requiring parents to inform the setting if their child is going to be late or absent
- Requiring parents to report their child's sickness
- Communicating with parents and following up on non-notification of absences as part of promoting good attendance and punctuality
- Monitoring children's attendance
- Consistently monitoring poor attendance and punctuality

Procedures for parents

Parents are required to email us at enquiries@ecolefrancaisedebristol.org or to call us on **0117 969 2410 by 9.15am** if their child is sick, absent for part or all of the day or if their child is going to be late (arrival after 9.20 am) or on a family holiday.

Parents must let their teachers know of any foreseeable absence in advance, preferably in writing.

Please give the School your term-time holiday dates in writing.

Parents are required to let the school know if someone else will be picking up their children.

Procedures for staff

A member of staff will fill in the class paper register, in the morning and in the evening when children are collected and should include the time of arrival and departure. The attendance register is used in the event of an emergency evacuation. The register will also be taken on the software ClassBiz, in the morning or when the child will arrive.

The member of staff who is taking the register will accurately record any absences or lateness and add the reason when possible.

All parents should be made aware of the expectation that School should be notified on the first day of absence. If a child is absent for a second day without notification the school will contact the family by telephone to find out the reason for the absence.

Failure to Make Contact

If a pupil is absent and the School has not received any communication from the family after one week, the school will send a formal written request for information regarding the absence (via email and/or letter). If there is still no response, this will be treated as a safeguarding concern. The school will then follow its safeguarding procedures, which may include contacting social services or other relevant agencies.

If after one month there has been no contact, the child's name will be removed from the register and the place may be allocated to another child (for FEEE or Extended Entitlement Sessions, the Local Authority will be informed that the child has left the nursery before a child's name is taken off the register).

Although attendance at the School is not mandatory, staff must be alert to patterns of absence that may indicate wider safeguarding concerns (e.g. neglect, radicalisation, FGM etc.). Any concerns should be reported to the Designated Safeguarding Lead or her deputy.

