**Policy on Attendance.**

It is essential that our record of children’s attendance accurately kept and monitored regularly to ensure that we ca identify any potential problems and look for patterns. The pre-school leader and all members of staff are alert to signs that children who are missing may be at risk of abuse or neglect, and appropriate action is taken when children stop attending. We are aware that attendance is not statutory, but that non-attendance could be an indicator of other concerns.

Procedures.

* Children’s attendance is monitored through the daily register. All absences and reasons for them are recorded.
* Parents are asked to inform us either by telephone (**028 7083 5737)** or in person as soon as possible if their children will not be attending for any reason. If we are not informed, we will contact you the parent and if that fails, we will ask the parent upon the child’s return to pre-school.
* All absences are recorded, and frequent absences (75% or less) will be investigated with further action or monitoring considered. We will always discuss any concerns with parents and will endeavour to enable children to attend as regularly as possible.
* Absences will also be monitored for the health and well-being of children, to ensure any outbreak of infectious diseases are monitored and other parents and staff being informed.
* Monitoring of all funded pre-school places is passed on to the Education Authority at the end of each month.
* If a child is missing from pre-school on several occasions or stop attending with no explanation given staff are alerted to the possibility of abuse or neglect, in this instance the Designated Child Protection Officer may inform authorities who will investigate and liaise with other agencies.