



Play • Learn • Grow

Christ the King site (registered office):
c/o Christ the King School, Easton Hill Rd, Thornbury, BS35 1AX
01454 858580
christtheking@firststeppreschool.co.uk

Crossways site:
c/o Crossways Infant School, Knapp Rd. Thornbury, BS35 2HQ
01454 867283
crossways@firststeppreschool.co.uk

www.firststeppreschool.co.uk

Attendance Policy

Policy statement

Children develop the skills required to develop a positive outlook to learning. Valuable learning time is lost when children are absent or late and research has shown the negative effect of absence. First Step Pre-school Ltd are focusing on getting children school ready so it is advisable for your child/ren to attend on time. Registration is 9am or 12.45pm where a register is taken.

We understand that there may be times that your child is unable to attend Pre-school. The procedures that we will follow in the event that a child is absent from Pre-school are listed below.

Procedure

- If you are planning holidays during term time please let us know in advance so we can record this in our register. You can do this verbally or by either emailing or calling us.
- If your child is sick or cannot attend for any reason, please call the Pre-school within the hour of that day.
- If we have not been notified within the hour we will call to establish why your child is absent so we can log this on our register.
- If we are concerned and cannot make contact with a parent/carer we may use the contact details and the emergency contacts you have given to us to try to establish why your child is absent.
- If we are concerned about the welfare of a child, we reserve the right to contact social services.
- Fees remain payable during periods of absence, unless alternative arrangements have been agreed.
- We must notify South Glos Council where children in receipt of 2-year-old funding are absent for over 2 weeks.

This policy was adopted at a meeting of	First Step Pre-school Committee	name of setting
Held on	29 th Sept 2021	(date)
Date to be reviewed	Sept 2022	(date)
Signed on behalf of the management committee	Signed copy available to view at pre-school	
Name of signatory	<hr/>	
Role of signatory (e.g. chair/owner)	<hr/> <hr/>	