Attendance Policy

Little Acorns ask parents to telephone the Pre-school every time their child does not attend the Pre-school.

They should inform staff: -

* The reason they are off
* How long they will be off for
* When they are expected to return
* Have they had to seek any medical advice

This will then be logged in the Pre-school diary

If parents decide they wold like to take their child out for the day, or away on a holiday then a form will have to be completed to give the reason why they are being taken out in term time.

Each key person notes their child’s attendance on a calendar form; this may be a holiday, just having a day at home or sickness. This calendar will be kept in your child’s key work folder and can be viewed at any time

***It is now an OFSTED recommendation that all Early Years setting monitor children’s attendance.***