

Attendance inc arrival, departure, collection, and absence Policy and Procedure.

Opening hours

The Preschool day runs from 9am - 3.30pm. Arrival onto the school grounds is allowed from the time the main school gate opens at 8.45., and children are permitted to use the grassed area and play equipment to play on. You must supervise your children whilst they do this.

As soon as the Preschool room is set up and ready we will allow you to come in, usually by 8.55. Please support your child to hang up their coat, bag and lunch. during this time a member of staff supervises the main gate to provide site security and other staff remain with the children.

Please ensure your child is settled before you leave and any important information is relayed to a member of staff.

At 9.05 we lock the main gates. For late arrival after this you must go to the front office and ring the Ladybirds bell for entry; Children in the room under our care are the priority and we cannot immediately get to the door: please be patient.

Attendance.

Your child is expected to attend for the sessions booked and the hours paid for or claimed through the Nursery Education Grant. All sessions need to be paid for whether attended or not. Non attendance is recorded as an absence.

Absence

If your child is not attending, please advise us at the earliest instance. Please text or call and leave a message. If we do not have contact from you, we will call you within the first half hour of the session to enquire the reason for absence. If we cannot get in contact with you, we will contact the other numbers given as emergency contacts. We monitor absence and may if there is a pattern or we have concerns over the reason for absence contact you or in some cases the Duty Service at Childrens Social Care for advice.

Departure.

Children leave the Preschool at either 12 midday, 1pm or 3.30pm. The 12 & 1 collections are from the reception class entrance gate and at 3.30 from the Preschool gate on the main playground. At 3.30 children are permitted to play on

the school playground until the main gate is closed. Children who have cycle helmets are allowed to use the trikes, when finished with these must be left in the trike parking area.

Collection

For collection outside of the 12.1 and 3.30 times you will have to ring the Ladybirds bell which is located at the front of the school office. Collection must be by a named trusted adult, e.g. parent, grandparent, whose name we already have on file. This can include siblings over the age of 16. If your child is being collected by someone whose name is not on file, we will be unable to release them without you giving us verbal consent, e.g. in the case of an emergency

Late arrival, late collection and uncollected child.

Whilst it is understood that Parents/Carers will endeavour to arrive and collect their child on time, there will be occasions when this may not happen.

In the first instance, if you know that you are going to be over 5 minutes late, you must contact us on our dedicated preschool phone number 07767450967.

If you have not collected your child within 15 minutes of their session ending e.g. 12.15, 1.15 and 3.45 and we have had no communication from you we will contact you and subsequently all the numbers given to us as emergency contacts. If half an hour passes and we have had no contact from anyone we will contact the Duty Service at Children's Social Care for advice as they may need to arrange temporary care for your child.

We do not operate after hours care and our staffs are contracted till 4pm. Our staff will do everything they can to ensure that should your child remain uncollected after 4pm they will stay with them. This may be in the preschool room if we have 2 staff present alternatively one of our staff alongside your child will attend the after school club here at MSA First School and await collection. It is at the discretion of the Preschool and School as to whether a fee is charged for this. This will be based on the individual circumstance.

We appreciate this is likely to be an exceptional circumstance but for some lateness is a pattern of behaviour that can be detrimental to children. With this in

mind we monitor late collection and late morning arrival. If we consider that this is a regular occurrence, we will request a meeting with you to discuss your circumstance.

All staff members will be aware of this procedure and will ensure that the situation is resolved whilst causing as little distress as possible to the pupil.

Concerns regarding a pupil's safety and welfare associated with late collection and arrival will be dealt with in accordance with the Preschool's Safeguarding Policy.

Reviewed and amended on 31.8.25

Samantha Mercer. Preschool Manager

Paul Tasker. Chair of Trustees