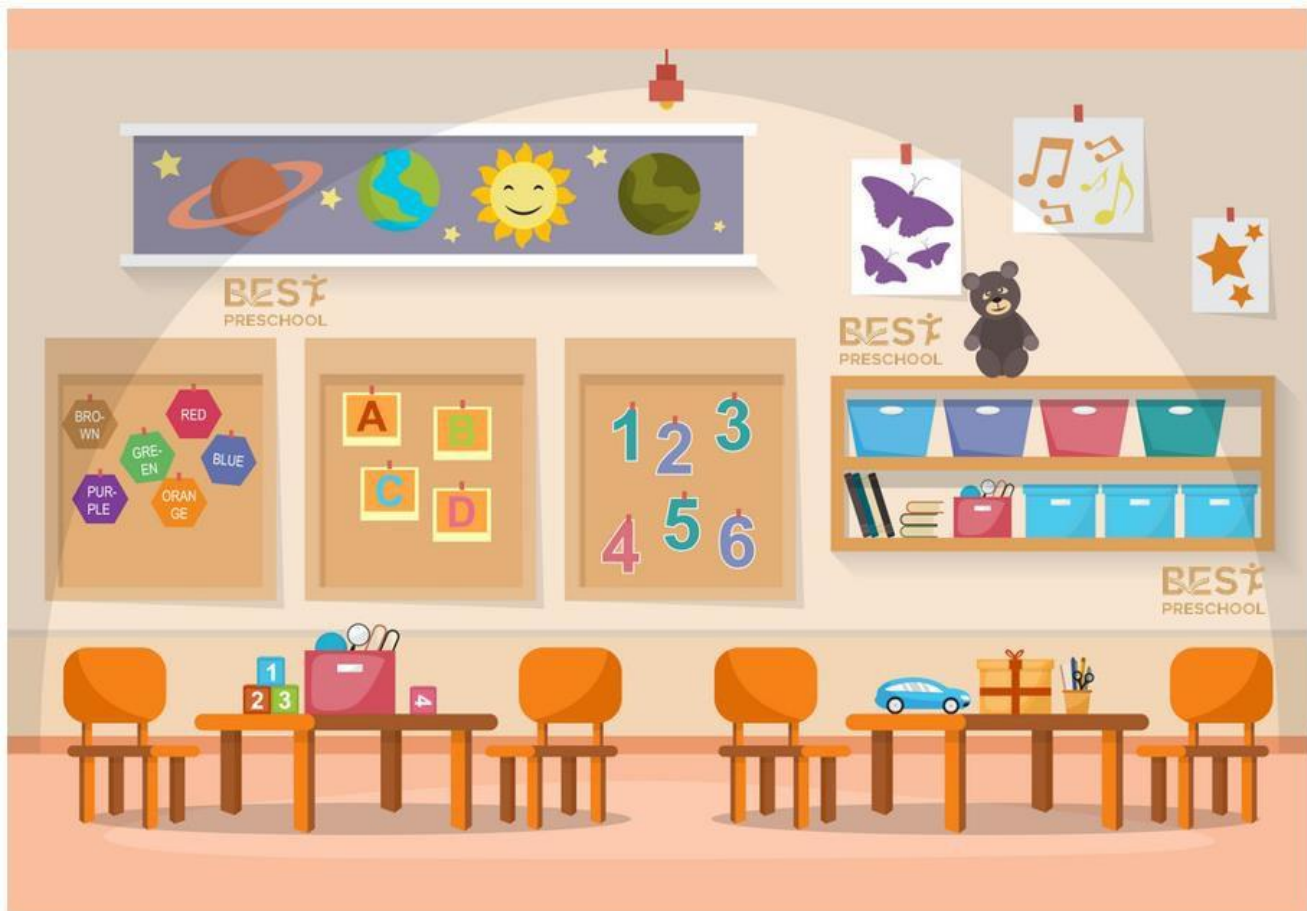


## ATTENDANCE POLICY AND PROCEDURES



## NON-ATTENDANCE POLICY

## POLICY STATEMENT

Children's safety is always maintained as the highest priority, both on and off the premises. It is imperative that if a child is absent from school, the main carer notifies us of their whereabouts. This sets out the procedure taken if a child does not arrive at the setting when they should do so.

BEST Preschool offers a full-time program, from 8.15 to 16.30. Still, parents can choose from:

- Part-time program- 8.30-12.00
- Full-time program- 8.30-16.30

## PROCEDURES

- Parents/carers are required to inform the school as soon as possible, at the moment they know their child is going to be absent from school, providing a reason why, *e.g. holiday or sickness*.

- Parents should contact the school before the morning session starts, by phone or email, to announce the absence when to sickness.

- Parents can email or write to school at the Office Manager about holiday absences. Additionally, they can also inform the child's key person.

- If a child does not arrive at school by 9 am for the morning session, the Office Manager is responsible for calling the parent/carers to find out the reason for absence. The answer is then communicated to the class teachers.

- If we cannot make contact with a parent/carers, we will use all the contact details and the emergency contacts to try to establish why the child is absent.

- If we still cannot contact a parent or carer of the child in question, we would refer to our Safeguarding and Child Protection Policy, as the welfare of the child is a priority.

## RESPONSIBILITIES

### Parents / Caregivers

- Enable their child to attend school punctually and regularly every day.
- Notify the school of any absences by phone call or messaging app before 9.00 am on the day of the absence and then follow up with a written explanation.
- Provide an explanation to the school whenever their child is absent.
- When a student is late to school, explain the reason for lateness, either verbally or in writing.
- Keep a sick child at home and notify the school of the reason for the absence, particularly if an infectious disease or infestation.

- Promptly notify the school of any changes to their emergency contact information.
- Work with the school on intervention strategies to improve attendance.
- Let the school know if an extended absence is likely or an exemption from school is required.

### Teaching and Medical Staff

For keeping the registers updated, teaching and medical staff:

- The triage attendance registers entries held by medical staff will be in ink, and any amendments will show the original entries, the reason for the amendment, the date of amendment and the name of the person making the amendment.
- A daily Excel spreadsheet of attendance is recorded by each teacher for their group of children by 9.00, in the shared internal folders from BEST workspace.
- Children arriving by 9.00 are considered **present**. Children arriving past 9.00 are considered **late**.
- All registers (whether digital or in hard copy) must be retained for three years.

### ATTENDANCE REGISTER

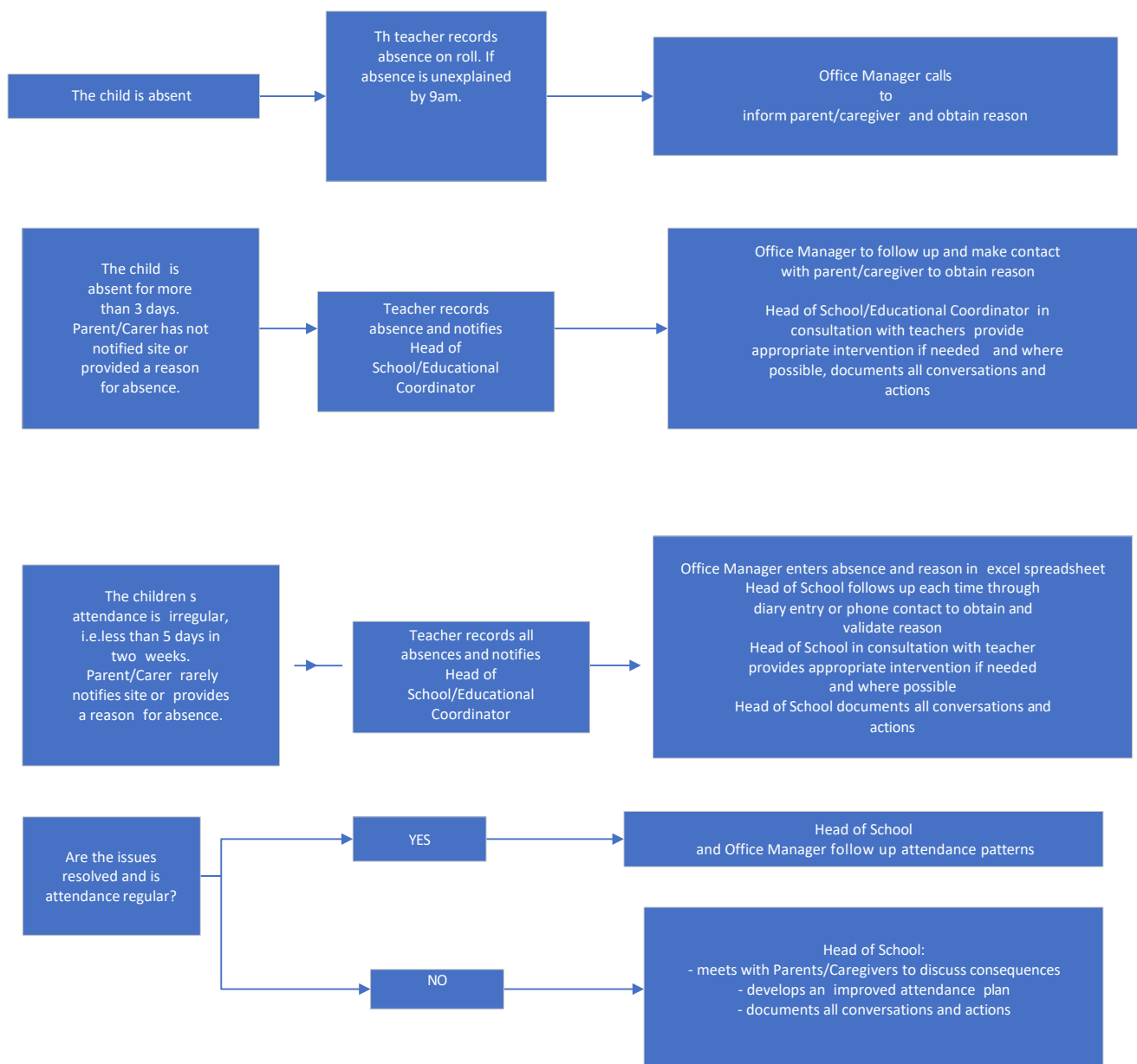
For all full-time program pupils, the attendance register must be completed:

- at the start of each **morning session**
- once before **afternoon session** (by 13.00).

It must show whether the pupil is:

- present.
- absent.
- attending an educational activity outside school approved by the 'proprietor' (e.g. work experience or sporting activity).
- unable to attend through exceptional circumstances (e.g. unavoidable closure of school site or part of it; unavailability of transport where the home is not within walking distance).
- taking authorised absence (granted leave of absence by the proprietor or a person acting on the proprietor's behalf; unable to attend by reason of sickness or unavoidable cause; observing a day exclusively set apart for religious observance by the religious body to which the parent belongs).
- taking unauthorised absence (if no reason is established when the register is taken; the entry may be corrected later when the reason is established).

FLOWCHART FOR MANAGING ATTENDANCE ISSUES



Last review: December 2024

Name of signatory: **DAN NICULAIE-FARANGA**

Role of signatory: permanent representative of the governor ITH MANAGEMENT OFFICE SRL

Name of signatory: **ANCA ILIE**

Role of signatory: Head of Preschool