

The Children's Garden

ATTENDANCE & REGISTRATION POLICY AND PROCEDURE

Generally, children should come to school every day unless they are ill. We cannot sanction absence for any reason other than illness, accident, bereavement or similar events.

We are required to inform the Education Welfare Dept. when we are concerned about any child's attendance and we may do this without warning.

It is expected that children will arrive at kindergarten by 9:30am every day. Traffic and public transport are not always reliable, but this is not a legitimate reason for excessively frequent lateness.

Lateness is disruptive to the rhythm of the morning and affects all of the children in the group; if it is persistent in any case, the teacher may ask that the child be kept at home until the problem is resolved.

Lateness and absence is recorded on the register.

Registration

1. The register is a legal document and must be completed according to the DfE regulations for both morning and afternoon sessions every day.
2. The kindergarten teacher is responsible for completing the register.
3. Any corrections should be very clear and a note written explaining them.
4. Registers must be completed daily by 9.45am.
5. Children should be marked present or absent according to the guide in the register.
6. If the teacher has been informed of the reason for a child's absence, the relevant code should be entered (see guide in register).
7. The teacher will phone the parents of any child who is absent where no reason has been given. This should be done by 10am.
8. Latecomers must ring the bell to be let in. All late arrivals will be recorded in the register.

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To be reviewed August 2020