Attendance Policy

This policy highlights the responsibilities of parents in regard to their child's attendance at Pippins and Bramleys Pre-School and After School Club. It includes how to report your child's absence and how we analyse prolonged absences or unexplained absences as we work towards ensuring the safety and well-being of all children that attend our setting.

Expectations

We expect all children to attend their regular and contract hours.

Report Absences

If your child is not going to be attending their session for any reason you know of in advance you must notify via email to admin@gravenhurstpreschool.org.uk prior to the day in question.

For sickness, please notify the setting on the day either via email above or via a phone call 01462 713445.

All reasons for absences will be recorded on BabysDays register.

Unexplained absences

Any absences not reported will be investigated by Pre-School practitioner via phone call or email. When parents provide a reason, this will be recorded on BabysDays.

If we cannot reach you, absences will be recorded as an 'Unexplained absence' and these shall be monitored for safeguarding and well-being reasons.

Prolonged absences

Any prolonged periods of absence without a valid reason, will be reported to Safeguarding lead for further follow up including phone call to parents and in the case of no response from parents' potential for letters to be sent.

If the setting is concerned for the safety of the child, the absence may be reported to the Social Care's – Integrated Front Door Team.

Updated 08/09/2026

Late Arrival/Early Collection

As a matter of courtesy please let us know if your child will be arriving late or leaving early this helps us manage activities at the setting.

Any changes to collection procedure must be notified to us. ‘Authorised people’ can collect on your behalf if we have had notification and a password has been supplied to us and the person to be exchanged on the door.

Please add any authorised people onto BabysDays.

Overall

The above procedures are all part of the settings ethos of putting the children at the forefront of all that we do, to ensure their safety, development and wellbeing is supported.

If any of the above initiates any safeguarding concerns details will be passed to our Safeguarding lead for action to be taken in line with our Safeguarding Policy.

Updated 08/09/2026