

Procedures for bringing children to Kindergarten

**Information/advice/guidance:**

- DfE School Attendance document, October 2014

**Compliance:**

- DfE guidance on Keeping Pupil Registers, June 2008

**References:**

- Routine alternative collection arrangements form
- Planned absences form
- Late collection of children policy
- ECD attendance policy

**Written by:** ECD

**Policy drawn up:** November 2006

**Policy reviewed:** May 2007

**Reviewed:** November 2008

**Reviewed:** November 2010

**Reviewed:** April 2013

**To be reviewed:** April 2014

**History of review:** November 2016

July 2018 by Anja Toddington

**Date for next review:** September 2019

**Policy Statement:**

When you bring your children to Kindergarten it is essential that they are accompanied all the way.

**Procedure:**

If your child is absent you must:

- Phone the office and tell them how many days your child will be absent for **or** phone every day during the period of absence. You must also give a reason for the absence.
- Requests for planned absences longer than 3 days must be made in writing on the form available from reception.

It is the responsibility of each parent to collect their child at the end of the Kindergarten morning at 12.20.

- If someone other than you is collecting your child, you need to inform your teacher and sign the 'Alteration to Pick Up' form in the cloakroom -this requires details of the pick-up person and the contact number of the person designated to collect the child. **Without this permission we cannot let your child leave with anyone other than you.**
- If pick-up arrangements change during the morning, you must phone reception to let them know who is picking up. This person must then collect a pick-up slip from reception to give to your child's teacher.
- If you are delayed, you must phone reception, who will inform your child's teacher.
- If there is a regular rhythm for your child to be collected by someone other than you, then you can fill in a 'Routine alternative collection arrangements form', which will be kept by the teacher in the register. This form is available on the school's website or from your child's teacher.
- If a child has not been collected within 10 - 15 minutes of the end of Kindergarten or Afternoon Care they will be taken to reception and our 'Late Collection of Children Policy' will be implemented. This can be found on the school's website on the policies page.

Please note: The Kindergarten morning begins at 8.20 am. If you arrive after 8.40 am your child will be marked as 'Late' in the register. We do monitor for punctual attendance. (Please see our attendance policy in this pack)