St. Andrew's Montessori Attendance Policy

1. Statement of Intent

At St. Andrew's Montessori, we recognise that regular attendance is essential for children's learning, development, and wellbeing. Consistent attendance supports children in building secure relationships, developing routines, and fully engaging in the Montessori environment.

We are committed to promoting good attendance in line with the Early Years Foundation Stage (EYFS) and Ofsted requirements, ensuring that all children are safe, supported, and able to thrive.

2. Aims

- Promote regular and punctual attendance
- Support children's emotional security and independence
- Work in partnership with parents
- Monitor attendance and identify concerns early
- Meet safeguarding requirements

3. Session Times

Monday to Thursday: 8:45am – 3:00pm
Friday: 8:45am – 12:00pm

Children must arrive on time. Late arrivals disrupt routines and settling.

4. Reporting Absence

Parents must inform the school before the session begins, including reason and expected return date.

St. Andrew's Montessori
Nina O'Neil
Principal

5. Illness

Children should remain at home if unwell. 48-hour rule applies for sickness/diarrhoea. NHS guidance is followed.

6. Holidays

Holidays during term time are discouraged as they disrupt learning.

7. Monitoring

Attendance is recorded daily. Patterns of absence are reviewed and followed up.

8. Safeguarding

If no reason is provided for absence, the school will contact parents and emergency contacts. Concerns may be escalated.

9. Roles

School: Maintain records, follow up, safeguard.
Parents: Ensure attendance, communicate absences.

10. Review

This policy is reviewed annually.

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