

Bishopsteignton Pre-School Playgroup
Horns Park
Bishopsteignton
Devon
TQ14 9RP
01626 777672
Email: bishop.preschool@outlook.com



Attendance Policy

At Bishopsteignton Pre-School we believe good attendance is essential for the development and well-being of a child. We believe that consistency and continuity is vital in order for a child to feel settled and secure within the pre-school environment. Regular attendance at pre-school can also set good practice for statutory school.

Our opening times are as follows:

Morning Session 8:50 am - 11:30 am

Lunch 11:30am - 12:30 pm

Afternoon Session 12:30pm - 3:00pm

Admission can take place from 8:50am - 9:05am for our morning session. Admission and collection times for our other sessions should be strictly adhered to.

Parent/carer responsibilities

- We understand that on some occasions children may be too ill to attend pre-school. On these occasions it is the responsibility of the parents or carers to contact the pre-school by telephone or email prior to commencement of the session and again at regular intervals if the illness is prolonged.
- Please inform the Manager of any planned absences/holidays during term time.
- To ensure that the pre-school is informed every time someone different will be collecting their child.
- Ensure that this is a responsible adult who collects the child who is over the age of 16.

Fees (if applicable) remain payable during periods of absence, unless alternative arrangements have been agreed.

Signed on behalf of the committee	
Date	