Oughtrington Pre-School, Oughtrington Community Centre,Oughtrington Crescent, Lymm, Cheshire, WA13 9JD (Telephone 07808 111 278/ 757155 )

Registered Charity Number 1038655

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***'Supporting Children to Flourish, Respecting and Nurturing their Individuality and Developing Strengths in Preparations for their Unique Learning Journey.'***

Admissions Attendance Policy

At Oughtrington Pre-School we are committed to providing equal opportunities for all children and their families. We welcome every child into a caring, stimulating and inclusive environment, where they are supported to flourish in line with the Early Years Foundation Stage (EYFS) Statutory Framework (September 2025).

Admissions

We manage admissions in a fair, transparent and inclusive way, in line with the Equality Act 2010 and SEND Code of Practice. Places are allocated according to the following priorities:

• Children with Special Educational Needs and/or Disabilities (SEND), including those with an Education, Health and Care Plan (EHCP).

• Looked-after children and previously looked-after children.

• Children with siblings currently attending preschool.

• Children living in the local community, including those within the Warrington area.

• All other applications, considered in the order they are received.

We make reasonable adjustments to support children with additional needs and to ensure full access to our provision. A waiting list is maintained where necessary.

Opening Hours and Sessions

The preschool is open during term time only, following the Warrington school term dates. Morning and afternoon sessions are available, and children may attend for full or part days, subject to availability.

Fees and Funding

We are registered to provide funded early education places for eligible 2-year-olds and all 3- and 4-year-olds, in line with government guidance. We also offer the extended 30 hours entitlement where applicable.

Where families purchase additional hours, fees are payable monthly in advance. Fees remain payable if a child is absent due to illness or holidays. A notice of four weeks is required to cancel a child’s place. Full details of charges are available in our fees policy.

Settling-in Procedures

We offer a flexible settling-in period tailored to each child and family. Families are encouraged to stay for initial visits to help their child adjust. Key persons work closely with parents to support this transition.

Attendance

We expect children to attend regularly in order to benefit fully from the early years provision. Parents are asked to notify us as soon as possible if their child is absent, giving the reason.

Unexplained absences will be followed up on the same day where possible. Patterns of absence are monitored and may be discussed with families. Where there are safeguarding concerns, absences will be referred to the Designated Safeguarding Lead (DSL) and, if necessary, to the Warrington Safeguarding Partnership.

At least two emergency contacts must be provided for every child.

Non-Collection of Children

If a child is not collected at the end of their session, staff will contact parents and emergency contacts immediately. Children will remain supervised and cared for at all times. If parents or emergency contacts cannot be reached within a reasonable time, the Designated Safeguarding Lead will be informed.

If no one can be contacted and the child remains uncollected, staff may contact Warrington Children’s Social Care via the Multi-Agency Safeguarding Hub (MASH) for advice. If staff believe the child has been abandoned or is at risk, the Warrington Safeguarding Partnership will be contacted immediately. In an emergency, the police will also be contacted.

Departures and Collection Procedures

Children may only be collected by individuals authorised by the child’s parent or carer. Parents must provide names and contact details of authorised persons. We operate a password system for additional security.

If someone other than the usual authorised person will collect a child, staff must be informed in advance. We will not release a child to anyone without prior authorisation.

Holidays During Term Time

We ask families to notify us in advance if their child will be absent due to family holidays. Fees remain payable for holiday absences. Where children access funded places, the local authority may withdraw funding if attendance falls below minimum requirements.

Safeguarding and Absence Monitoring

Regular attendance is important for safeguarding. Where a child does not attend as expected and no explanation is provided, the preschool will contact parents and emergency contacts.

Repeated unexplained absences will be reported to the DSL. Concerns may be referred to the Warrington Safeguarding Partnership.

Warrington Attendance Support

We work closely with Warrington Borough Council’s Attendance Team where persistent absence or attendance concerns arise. Contact: schoolattendance@warrington.gov.uk | 01925 442 928.

Parental Partnership

We value strong partnerships with families and aim to work together to promote regular attendance and engagement. We provide regular updates, open evenings, and daily communication to support families. We encourage parents to discuss any challenges that may impact attendance.

Review Statement

This policy was updated in September 2025 and will be reviewed annually, or sooner if changes in legislation or local guidance require.