

Attendance Policy



Expectations when taking a place in HOPS-

We expect that all children will-

- Attend from the allocated start date
- Attend punctually
- Attend appropriately dressed for indoor and outdoor play
- Attend with packed lunch and HOPS/HOME communication book completed.

We expect all parents and carers' to-

- Encourage regular attendance
- Ensure that their child arrives punctually and prepared
- Ensure HOPS must be contacted if the child is not attending any booked session
- Contact HOPS regarding any issue that may keep their child away from HOPS.

Encouraging attendance

HOPS encourages regular attendances in the following ways-

- By providing a caring, welcoming, social and stimulating environment
- By responding promptly to a child's or parent's concern about HOPS.

If your child is not going to attend HOPS you need to contact transport and or Team Leader in advance or on the day before 9am.

The team leader will phone given contact number if there has been no notification regarding absences.

Frequent unexplained and sustained absences may result in the child's place being reallocated.

This policy was adopted by: HOPS	Date January 2016
To be reviewed annually	Signed: