

43. Child Non-attendance Procedure

| Version number | Dates produced & approved | Reason for production & revision | Author | Locations | Proposed next review date |
|----------------|---------------------------|--|---------------------|---------------------|---------------------------|
| V1.0 | 29 Apr 2019 | New Policy in line with Keeping Children Safe in Education 2018 | K Coupe & E Roberts | Dropbox.com Website | Apr 2021 |
| V2.0 | 25 Apr 2022 | Updated as follows: <ul style="list-style-type: none"> • re. Keeping Children Safe in Education (Sept 2021) and Ofsted's guidance; • inclusion of list of associate policies & procedures as per GSCP section 175/157 safeguarding audit 2022 | K Coupe & D Burton | Dropbox.com Website | May 2024 |

Statement of intent

There are many reasons why we want children to have regular attendance at our Pre-school. As well as supporting their learning and development, we want to try and make sure that children are kept safe, their wellbeing is promoted and they do not miss out on their entitlements and opportunities. In a small minority of cases, good attendance practice may also lead to the early identification of more serious concerns for a child or family and may have a vital part to play in keeping a child or family members safe from harm.

In North Nibley Pre-school, this policy sets out the procedures to be followed in the event that a child is absent from the setting. All non-attendance is recorded.

This policy applies to all parents/carers/relatives of children who attend North Nibley Pre-school.

Procedures

- If you are planning holidays during term time you must let us know in advance so we can record this in our register.
- If your child is sick or cannot attend for some reason, you must call us before 8.50am that day to let us know and explain the reason for child's absence.
- If the parent or carer has not made contact by 9.30am then the Lead Practitioner or key worker will call parent or carer to establish why child is absent.
- If we cannot make contact with a parent/carer we will use all the contact details and the emergency contacts you have given us to try to establish why your child is absent.
- If we are concerned about the welfare of a child we reserve the right to contact social services.
- Fees remain payable during periods of absence, unless alternative arrangements have been agreed.
- Persistent late collection of a child/children at either 12pm, 1pm or 3.30pm may result in the Committee deciding to charge a late collection fee. Late collection could cause our ratios to be altered and, therefore, mean staff may have to stay on longer.
- We are obliged to notify Gloucester County Council as soon as possible, where children in receipt of Early Years Free Entitlement are absent for more than 2 weeks in a term.

Further guidance

- Keeping Children Safe in Education 2021 (DfE updated 1 September 2021)
- Ofsted guidance: inspecting safeguarding in early years, education and skills settings (published Sept 2019, updated Aug 2021)

Associated policies and procedures

- No 4 : Safeguarding children and child protection