

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: • 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
V3.0	24 Apr 2024	Reviewed – Further Guidance section updated and hyperlinks included	E Roberts R Powell	Dropbox.com Website	Apr 2026
V4.0	15 Jul 2026	Reviewed and Updated linked to EYFS about absences	E Roberts R Powell	Dropbox.com Website	April 2028

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.ⁱ

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/carers 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 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

- DfE Statutory Guidance: [Keeping Children Safe in Education](#) (latest version)
- Ofsted guidance: [Early Years Inspection Handbook](#)

Associated policies and procedures

- No 4 : Safeguarding children and child protection

ⁱ[EYFS statutory framework for group and school-based providers 2026](#) section 3.11-3.12