



Absence Policy

Principles

We believe good attendance is essential if children are to be settled and take full advantage of the learning and development opportunities available to them. At a young age continuity and consistency are important contributors to a child's well-being and progress.

We also believe that we have a responsibility to follow up on unauthorised absences to ensure that the child and family are safe and well, which forms part of our safeguarding commitment.

Aim

- Encouraging staff, parents/carers and children to maximise the learning experience in order that all children reach their full potential.
- Providing clear procedures for staff and parents/carers relating to setting attendance.

Terms

Absence is either known to the setting, such as in the case of illness or of religious/cultural observance, holidays or unknown, such as if there is no reason given in advance.

Procedure

It is the parents'/ carers' responsibility to contact the pre-school either by telephone or in writing/email/text if their child is unable to attend on a nominated day. This must be on the first day of absence and any following days within an hour of our opening times (9.15).

Staff complete a register at the beginning of each morning. If parents/carers have not explained the reason for absence within an hour of the child's set start time, then staff will inform the manager. The manager will then text/email/call the parent's of the child.

If the manager is not able to get hold of the parent/carers, they will:

- Call the emergency contact/s for the child.

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- consider whether or not to visit the family home.

The manager will decide the best course of action based on their knowledge of the family and child – for example, if it is known that the family is experiencing challenges or if the child has SEND the setting may act more swiftly than the 48 hours listed below.

If no explanation is given the manager enters this as an unknown absence on the setting records.

If the manager is unable to contact the parents within 48 hours and there is no explanation for the absence from emergency contacts, the manager will contact Early Help/First Response for advice and may also contact the police.

Records will be made of contact and attempted contact with parents and/or emergency contacts and other agencies. Records will also be made of known and unknown absences. Monitoring of absence records will take place regularly and letters and/or meetings will be sent/arranged by the setting, including a referral to Early Help, where necessary.

If absence is a persistent problem (15% or more) a meeting will be arranged at the setting with the parent and Manager.

Arrival times and lateness

In our early years setting, we are trying to get children ready for school so it is essential for your child to attend on time. When children arrive late this can disrupt the session and their routines.