

General Safeguarding and Welfare Requirement:

Child protection Providers must be alert to any issues for concern in the child's life at home or elsewhere.




Non Attendance Policy

Policy statement

It is our intention to improve communication about absences. We aim to ensure as many methods of communication are available to busy parents and these are accessible through open, fair and clearly communicated procedures.

Procedures

- We ask all parents to tell us if their child is going to be absent and to provide a reason, for example because they are sick
- We expect parents to call us between 8.30am and 10am on the first day their child is absent.
- We expect parents to phone, text or email. Parents are told this when registering with the setting and reminded on termly invoices and newsletters.

 07930 963638

Email: langham.pre-school@btconnect.com

- If we have not heard from a parent by 10am we will contact the parent.
- The child's key-person will contact the parent.
- We will endeavour to make phone contact with a parent in the first instance. If this is unsuccessful we will text and email.
- If there is no reply when we call the parent and the child does not arrive on the next day we will phone the first emergency contact on the child's registration documentation. This will be a discreet phone call where the emergency contact is not given any details of the child's absence, but they will be asked to let the parent know that we are trying to contact them and to ask them to make contact using the methods above.
- If we are concerned about the welfare of the child we follow our safeguarding and child protection procedures.
- We ask parents to tell us about any planned holidays in advance.
- Fees will still be due during the child's absence.
- We have a duty to inform Essex County Council where children are in receipt of Early Years Free Entitlement are absent for more than two consecutive weeks in a term.

- We understand that if a child is registered to attend our setting on certain days but is regularly absent, we will be asked to demonstrate to an auditor the reasons we have claimed the Free Education Entitlement for the child for those days. For example we may be asked to demonstrate the steps we have taken to make sure that the parents are aware of the entitlement and the attendance requirements at the setting.
- Where we know that a child is likely to be absent for more than two consecutive weeks we may only claim Free Education Entitlement only if the parent has given a date when the child will return to the setting
- We do charge parents if the setting is closed due to unforeseen circumstances such as power failure or heavy snow.
- We do charge parents if we are open during poor weather conditions and they are unable to bring their child to the setting.

This policy was adopted at a meeting of Langham Pre-School held on **21st May 2019**

Signed on behalf of the Management Committee:-

----- **Chairperson Nahida De Leon** Date -----

----- **Manager Maria Bukovenczki** Date -----

Date to be reviewed: **May 2020**