

## **037            The Non-Attendance of children policy**

This document sets out Grindleford and Eyam Playgroup's policy and procedures to be followed in the event a child is absent from pre-school.

### **Policy**

- Grindleford and Eyam Playgroup considers good attendance as essential if children are to be settled and take full advantage of the learning and development opportunities we offer.
- We believe regular attendance lays a foundation for a child's future success at school and beyond.
- Fees remain payable during any absence, see our Fee Policy for further information.

### **Procedures**

1. If you are planning any holidays during term time you must let the Supervisor know in advance so it can be recorded in our register and an absence log completed.
2. We must notify Derbyshire County Council Compliance team where children in receipt of the Early Years Free Entitlement are absent in excess of four consecutive weeks.
3. If your child is sick or is unable to attend for some reason, you must call the supervisor or send a message with another parent.
4. The daily register notes absences of children.
5. Information given by parents for the absence of their child will be recorded in the daily register. An absence log must also be completed for children in receipt of the Early Years Funding.
6. The child's personal registration form provides contact telephone numbers and emergency numbers. These will be used as the first point of contact for a child absent from the setting.
7. If a child does not attend the session and we have no reason given, the supervisor will attempt to contact the child's parent/carer to ascertain the reason for absence.
8. Any reason will be noted in the register.
9. In the event of the parent not being contacted, the supervisor will attempt to contact them later that day. If we cannot contact the parent, we would try to reach other family members using information in the registration form.

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10. If there is still no response or explanation for the absence then we will contact Starting Point - telephone number 01629 533190 (for children living in Sheffield we will contact the Sheffield Safeguarding Hub on 0114 273 4855) for further advice. Grindleford and Eyam Playgroup has a right to apply the procedures set out in our Safeguarding Children policy.
11. If there is evidence that the family may be vulnerable to radicalisation, then we would contact the Prevent Team on 101.
12. A full written report of the incident is recorded in the child's file.
13. Ofsted may be informed..

This policy should be read in conjunction with:

034 GEP Safeguarding children policy

This procedure was adopted at a meeting of Grindleford and Eyam Playgroup.

Held on:

Date to be reviewed:

Signed on behalf of the committee:

Name of signatory:

Role of signatory:

All staff, volunteers and committee members will sign to indicate they have read, understood and agreed with the above policy.