

037 Non-Attendance/children missing from education policy

All staff should be aware that children going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect, which may include sexual abuse or exploitation and can also be a sign of child criminal exploitation including involvement in county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation, 'honour'-based abuse or risk of forced marriage. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future.

Keeping children safe in education 2021

Policy

- Although attendance at the setting is not a mandatory requirement, the setting will be alert to patterns of absence that may indicate wider safeguarding concerns. Where a child goes missing from home or from the setting there is a coordinated response to reduce the risk of harm to them.
- We consider 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.
- The setting will work closely with parents to promote children's good attendance in particular for children for whom the provider receives the early year's pupil premium.
- Fees remain payable during any absence, see our Fee Policy for further information.

Procedures

- 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.
- We must notify Derbyshire County Council Compliance team where a child in receipt of the Early Years Free Entitlement is absent in excess of four consecutive weeks.
- In line with our provider agreement we should monitor children's attendance and absences and identify patterns of missed sessions each term. We should discuss identified patterns of missed sessions with parents to determine the reasons, retaining records of the discussion outcome and amending funding claims as necessary.
- 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.
- The daily register notes absences of children.
- 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.
- In line with our provider agreement we will follow up on the absences of funded children, referring to local safeguarding procedures as necessary and retaining a record of our attempts to contact parents during the absence.
- 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.
- 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 034 Child protection and safeguarding policy.

Grindleford and Eyam Playgroup - policy

- If there is evidence that the family may be vulnerable to radicalisation, then we would contact the lead officer for Prevent at Derbyshire County Council on 01629 538473 for advice. For children living in Sheffield we will contact South Yorkshire Police Prevent Team by ringing 101.
- A full written report of the incident is recorded in the child's file.

Ofsted must be informed as soon as practical, of any significant incident requiring notification and in any case within 14 days, see required notifications:

<https://www.gov.uk/guidance/report-a-serious-childcare-incident>

This policy should be read in conjunction with:

034 GEP Child protection and safeguarding 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: