



Absence Policy

Principles

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

Aims

To provide clear procedures for staff and parents/carers relating to setting attendance.

Procedure

It is the parents'/ carers' responsibility to contact the setting either by telephone, email or text if their child does not attend a booked session.

After School Club

Staff complete a register at the beginning of each session. If we have not been informed of their absence in advance, we will

- Talk to their class teacher/teaching assistant at pick up (3.30pm) (Infants Only)
- Ring parents, then emergency contacts if no answer from parents (from 3.50pm) (Juniors)

Holiday Club

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

Records will be made of absences causing concern. Monitoring of absence records will take place regularly or meetings will be sent/arranged by the setting, including a referral to Families in Focus, where necessary.