

General Welfare Requirement: Safeguarding and Promoting Children's Welfare

Children's behaviour must be managed effectively and in a manner appropriate for their stage of development and particular individual needs.

Safeguarding and promoting children's welfare

1.6.1 Child non-attendance policy

Policy statement for St Joseph's Pre-school

There are many reasons why we want children to have regular attendance at our Pre-school. As well as supporting their learning and development, we want to try and make sure that children are kept safe, their wellbeing is promoted and they do not miss out on their entitlements and opportunities. In a small minority of cases, good attendance practice may also lead to the early identification of more serious concerns for a child or family and may have a vital part to play in keeping a child or family members safe from harm.

In St Joseph's Pre-school, this policy sets out the procedures to be followed in the event that a child is absent from the setting. All non-attendance is recorded.

This policy applies to all parents/carers/relatives of children who attend St Joseph's Pre-school.

Procedures

- If you are planning holidays during term time you must let us know in advance so we can record this in our register.
- If your child is sick or cannot attend for some reason, you must call us before 8.50am that day to let us know and explain the reason for child's absence.
- If the parent or carer has not made contact by 9.00am then the Lead Practitioner or key worker will call parent or carer to establish why child is absent.
- If we cannot make contact with a parent/carers we will use all the contact details and the emergency contacts you have given us to try to establish why your child is absent.
- If we are concerned about the welfare of a child we reserve the right to contact social services.
- Fees remain payable during periods of absence, unless alternative arrangements have been agreed.
- Late collection of children at either 12pm, 1pm or 3pm will result in a late collection fee (£5 for 10 minutes, increasing to £10 for all subsequent 10 minutes) being charged, unless previously arranged. As this could cause our ratios to be altered and, therefore, mean staff may have to stay on longer.
- We are obliged to notify Gloucester County Council as soon as possible, where children in receipt of Early Years Free Entitlement are absent for more than 2 weeks in a term.

Further guidance

Keeping Children Safe in Education 2018

Ofsted guidance: inspecting safeguarding in early years, education and skills settings (Oct 2018)

Version Number	Author	Purpose of change	Date
1.0	N Pitcher	New policy: required to adhere to safeguarding requirements stipulated by Ofsted	Dec 2016
2.0	K Coupe	Reviewed, version controlled and updated	27 Feb 2019 Cttee Mtg