

ATTENDANCE & ABSENCE PRESCHOOL CHILDREN POLICY & PROCEDURE

Maintaining consistent attendance is essential to support each child's learning, development, and well-being. We ask parents and carers to follow the procedures outlined below to ensure clear communication and safety for all children. Designated safeguarding Leads must also adhere to Safeguarding requirements, procedures and contact protocols for children who are absent.

Parents/Carers must provide a minimum of 2 **additional** emergency contact numbers.

Reporting an Absence

If your child will not be attending preschool on their scheduled day, the parent/carers must:-

- TEXT the preschool mobile on 07928689736 1 hour before their session is due to start
- You must include the child's full name and the reason for absence
- Notify the preschool every day your child is absent.

Do not send absence notifications via email as these are not always seen before the register has been taken. Absences are recorded in the setting register and reasons in our sickness/holiday diary.

Reporting a Holiday Absence in advance

If you have a planned holiday during term time you must give us advance notice of 1 month and email the dates your child will be absent to office@newmillsidepre-school.co.uk and cc preschoolmanager@newmillsidepre-school.co.uk

Safeguarding

Unreported Absences

If a child is absent and we have not received any notification the following actions will be taken:

1. Text the parent/carer using the contact information provided within 15 minutes of the start of the session.
2. If no response, parents/carers will be called immediately.
3. If parents/carers do not respond, then we will call the emergency contacts.

If we are unable to reach anyone:

1. This is recorded as an unexplained absence in the register and on the child's personal file.
2. We may conduct a welfare check as needed, following safeguarding protocols.
3. In line with our safeguarding duties, relevant authorities may be contacted if there are serious concerns.

Timings of the above must be documented in the sick/holiday book next to the child's name and names of those contacted.

Safeguarding

Prolonged or Frequent Absences / Low attendance

If a child is absent on a frequent and/or unexplained basis, we will:

- Request a conversation with parents/carers to understand the circumstances.
- Consider whether any additional support may be required.
- Discuss potential impact on the child's development and place within the preschool.
- Discuss lowering sessions.
- If poor attendance continues and strategies to support are not having an impact, the setting must review the situation and decide if a referral to a multi-agency team is appropriate.
- Where there are already safeguarding and welfare concerns about a child or a child protection plan is in place, poor/irregular attendance at the setting is reported to the Social Care worker without delay.

Funding & Fees

- The local authority may consider the reason for the absence and use their discretion to continue to fund the child's place, where absence is recurring or for extended periods. Proof will be required to be sent to the Local Authority, i.e. medical letters.
- If the local authority do not agree with the reason for absence the local authority may reclaim the funding from the setting, this is then invoiced to the parent.
- Fees are still liable for absences, please see our Fees Policy.
- It is the settings discretion to hold a place for prolonged absences.

Note: Long-term absences may affect continued enrolment, and a child's sessions may be allocated to somebody else.