

Playwam

Absent Child Policy and Procedures

As part of our statutory safeguarding requirements, we are required to monitor and track every child's attendance at our setting. Regular attendance is of paramount importance in ensuring that all children have full access to our curriculum. It also helps maintain good routines, creates secure attachments with staff and peers and prepares children for their transition to Reception.

We accept that children may be unable to attend due to sickness (please see separate Policy for Sick Children) or occasional holidays and appointments, but these instances should be communicated to us either before or on the morning of the expected absence.

Procedures:

- On joining the setting, we will require you to provide us with parents/carers contact details as well as two additional emergency contacts.
- Parents/carers are responsible for informing us if their child will not be attending on any of their nominated days. Please call or message us on the setting phone (07769 614611) **by 9.15am** on the first day of absence to let us know the reason for their non-attendance.
- If your child is absent without explanation we will endeavour to make contact with you on the morning of their absence by message, phone call and/or email. If we fail to make contact with you within 48 hours we will call all emergency contacts. If we still fail to receive an explanation for the absence/s we will contact SPA (Single Point of Access) to raise the issue as a potential safeguarding concern.
- Absences will be recorded on the register as follows: (H) Holiday, (S) Sick, (A) Authorised Absence, (U) Unexplained
- All absences will be monitored and where attendance levels become concerning parents/carers will be invited to meet with the Manager and their child's Key Person to address any underlying causes for non-attendance. We will work in partnership with families to help improve attendance including involving external agencies and support as necessary.
- Long absences (4 weeks or more) or regular absences may affect your ability to access free hours if your child is eligible for government funded childcare.