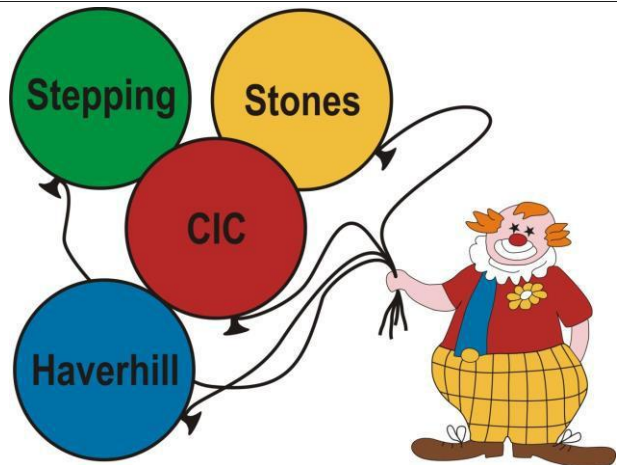


General Welfare Requirement: Safeguarding and Promoting Children's Welfare

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



Safe Guarding Children

48. Non-attendance policy

Here at Stepping Stones Childcare and Education CIC it is our aim to give every child the best start in education. To do this we aim to encourage parents to allow their children to attend regularly and punctually.

Our attendance officers are:

Elaine McManus & Anne Jessop

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.1 Respecting each other 2.2 Parents as partners	3.4 The wider context	4.4 Personal, Social and emotional development

At Stepping Stones Childcare and Education CIC we have a duty of care to the children registered with us and to ensure that their safety and welfare is a priority. If a child is absent, the parent/carer has a duty to contact us with the reason.

Policy and Procedures:

In the event of sickness:

Parent/carer's responsibilities - If your child is going to be absent for the morning session due to sickness, the parent/carer has a duty to telephone the preschool by 08:45 am that day explaining the reason for absence, if your child is going to be absent and attends the afternoon session you should phone by 11:45am

Manager's responsibilities - If a child's sickness is of a contagious nature, the Manager/senior member of staff on duty will display a notice informing other parents/carers of the illness.

For long term absences the Manager/Person in charge will attempt to contact the parents/carers to establish why the child is not present. The manager will record the details of the conversation as necessary and mark the register accordingly. If there is no response from the parent/carer and the child does not attend when next due to attend, the Manager has the right to contact Suffolk referral hub.

In the event of a family day out or holiday:

Parent/carer responsibilities – If the child is going to be absent for a period of time due to a family holiday or day out, parents/carers are asked to inform the Preschool Manager in advance by filling in a holiday form. The reason and period of time for the absence should be stated. In particular circumstances, verbal requests, that include the above information and are made in advance, are acceptable and will be recorded by the manager.

Manager's responsibility – The Manager/Deputy Manager will confirm the absence to the parent/carer verbally and note it in Preschool records.

In the event of prolonged absence:

If a child is claiming Early Years Free Entitlement and is absent for more than two consecutive weeks, the Manager will inform the EYFE team at Suffolk Early Years and Childcare Service. **Parents/carers will be informed that this procedure will happen.**

If a child is likely to be absent for more than two consecutive weeks, the Preschool may claim EYFE only if the parent/carer has given a date when the child will return.

When a child is absent, full fees are payable by the parents/carers.

Please note that all staff should read and be aware of the MASH & LADO posters within the setting.

This policy was adopted by	Stepping Stones Childcare & Education CIC
On	28.02.2017
Date to be reviewed	September 2020
Signed on behalf of the management	
Name of signatory	ELAINE MCMANUS
Role of signatory	MANAGER
Name of signatory	ANNE JESSOP
Role of signatory	DEPUTY

Review:

This policy is reviewed every year or whenever deemed necessary by the manager in the light of events and changes in the law.

This policy was given to staff to read on 18/08/2019 and acknowledged by staff electronically.