



## **Non-Attendance Policy**

Regular attendance at Little Acorns Pre-School provides many benefits to both the children and their families during the child's early years.

Children who attend an early years setting regularly and punctually will be more settled and have a greater understanding of the routines and expectations of the setting. This will in turn lead to higher levels of engagement and enjoyment of their time in Pre-School.

Families who bring their children to Pre-School regularly and on time are able to plan their working or daily routine around the days and times they know their child will be in Pre-School.

Knowing the child is being cared for in a safe environment with familiar adults can also support families who are going through periods of change or trauma.

Vulnerable groups where non-attendance may be a cause for concern include; families who have engagement with other agencies, children or families who have additional needs or disabilities, families facing family breakdown or bereavement, children and families who present additional safeguarding concerns.

- Little Acorns Pre-School staff complete a paper register every day to record the attendance and absence of each child. This includes the time they arrived and left each day.
- When a child is absent, parents have the option to call, text or email the Pre-School directly.
- When a child has been absent for more than one session, and the parent/carer has not informed the staff of the reason for the child's absence, the manager (or deputy) will call the parent/carer to enquire about the well-being of the child. If no contact can be made, staff will wait until the next session to speak to the child's parent/carer about their previous absence; unless there is other cause for concern.
- The child's key person should discuss any observations and/or concerns with the Designated Safeguarding Lead and refer to the safeguarding policy for further guidance.
- Parents are asked at registration to keep staff at Pre-School informed of any planned absences, so that this can be recorded.
- Persistent concerns regarding a child's unexplained absence will result in the manager speaking to the parents/carers.
- Where there are other concerns relating to the child's well-being staff will monitor attendance and record any absences or patterns of non-attendance on the child's chronology.
- Non-attendance will be reported to a child's social worker where appropriate.



- Parents/carers are required to pay for their child's session if they are absent for any reason.
- Little Acorns Pre-School will complete an 'Attendance Monitoring Form' for any child who is in receipt of 24U, Nursery Education Funding or Extended Free Entitlement who has concerning patterns of non-attendance. This is sent by encrypted email to the Safeguarding Development Officer at Shropshire Council. [fiona.purslow@shropshire.gov.uk](mailto:fiona.purslow@shropshire.gov.uk)

This policy was adopted at a meeting of Little Acorns @ Our Lady & St Oswald's Pre School held on (Date).....

Signed on behalf of management committee.....

Role of signatory.....

Reviewed .....