

# **Absent Child Policy**

If your child should be unable to attend our setting on their nominated day we would ask that you call us to give an explanation by phone, text. If we do not have an explanation of absence we will endeavor to contact you that day. If we fail to make contact within 48 hours by phone or mail we will contact Children's Services. (This is in accordance with the Children's Act 2004.)

This policy reflects the vision and aims of this Pre-school by:

- Encouraging staff, parents/carers and children to maximise the learning experience in order that all children reach their full potential.
- Providing clear procedures for involving parents/carers relating to school attendance.

## **PRINCIPLES**

Regular and punctual attendance is of paramount importance in ensuring that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late and research has shown the negative effect of absence.

Children should be at Pre-school, on time, every day the school is open, unless the reason for the absence is unavoidable. Permitting absence from pre-school or a funded 2 year old place without a good reason must be acted upon by the setting.

Children should arrive at school no later than 09.00am for morning sessions or 12pm for afternoon registration. Any arrival after the register has been taken will be marked in the register as "Late – L". Arrivals after 09:10am will be marked in RED unless a subsequent, reasonable explanation is provided. Notes are recorded on the register as to the reason for the late arrival. If a child is reluctant to attend the setting, communication between parent and school is encouraged. It is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse. Every half-day absence has to be classified by the school, (not by the parents/carers), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of each absence is always required by the Setting. Authorized absences are mornings or afternoons away from school for a reason such as genuine illness or other unavoidable cause.

As an Early Years setting, we actively encourage parents to support us in this policy, as our absence statistics are scrutinised by Ofsted and have an impact on the overall judgement a setting is given".

Parents/carers are expected to contact the setting at an early stage and to work with the staff in resolving any problems together. If difficulties cannot be sorted out in this way, the school may refer the child to the Children Services.

It is the parents'/ carers' responsibility to contact the school either by telephone or in writing whenever the child is absent. This must be on the first day of absence by 9.10, and subsequently on a daily basis.

In the case of medical appointments, evidence may be required although all appointments should be made outside of the settings hours where possible.

### **THE ROLE OF STAFF**

Class teachers completes a register at the beginning of each morning and afternoon session. If parents/carers have not explained the reason for absence by 9.30am, the Manager will ring the parent. If no explanation is given the manager will enter this as unauthorized.

When appropriate, practitioners raise any concerns with the Manager who takes appropriate action when absence is a concern and contacts the parents/carers to discuss attendance issues.

### **PROCEDURES**

Absence is either authorised, such as in the case of illness or of religious/cultural observance, holidays or unauthorised, when there is no reason given for such absence or when it is considered that the explanation is unjustified or unreasonable.

Monitoring of these records will take place regularly and letters and/or meetings will be sent/arranged by the setting, including a referral to the Children Services, where necessary.

If absence is a persistent problem (15% or more) a meeting will be arranged at the setting with the parent and Manager.

### **ARRIVAL TIMES AND LATENESS**

In pre-school we are trying to get children ready for school so it is essential for your child to attend on time. Registration is 9am or 12pm and it is necessary for children to be punctual. When children arrive late this can disturb our registration and circle time so please try to attend as it's good for the children for their routine and also they miss out. Georgie Porgy's Pre-school adheres to the Early Years Foundation Stage Curriculum and acts on advice given by the London Borough of Havering/ Essex County Council in conjunction with Ofsted

Updated – September 2023– Reviewed – September 2024

Georgie Porgy's Pre-school Ltd