

# Absent Child Policy

If your child is unable to attend our setting on their nominated day we would ask that you inform us to give an explanation by phone, text or email.

If we do not have an explanation of absence we will endeavour to contact you that day. If we fail to make contact with you 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 Kingfisher Kindergarten 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 within the early years and how this delays their development in adolescence.

Children should be at Pre-School on their allocated sessions, arrive within a reasonable amount of time for their session, 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 9.30am for morning sessions or 1pm for afternoon registration.

If a child is reluctant to attend the setting, communication between parent and school is encouraged. It is never a good idea 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.

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 judgment 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 9.30am, 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 ever possible.

## The Role of Staff

As a childcare setting, our staff have a duty of care for all children that attend and therefore when a child is expected to attend a session, it is our duty to attempt contact with the parents/carers to determine a valid reason for absence. Staff complete a register at the beginning of each morning and afternoon session. If parents/carers have not explained the reason for absence by 10am, the parent/carer will be called.

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

If absence is a persistent problem (15% or more) a meeting will be arranged at the setting with the parents/carers 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 no later than 9.30am or 1pm and it is necessary for children to be punctual. When children arrive late this can disturb our registration and session, therefore please try to attend in good time so that they establish a good solid routine and they do not miss out on valuable learning time.

Kingfisher Kindergarten adheres to the Early Years Foundation Stage Curriculum and acts on advice given by Oxfordshire County Council and in conjunction with Ofsted.

This policy was adopted by Kingfisher Kindergarten Ltd

Date to be reviewed	Annually
Signed on behalf of the provider	La-Ryne van der Westhuizen
Role of signatory	Owner