

## **Bramfield Stepping Stones Pre-school Attendance Policy**

### **Statement of Intent**

Our setting is committed to safeguarding children and promoting their wellbeing in line with the Suffolk County Council's Directory of Providers (Yellow Paper) Section B – Conditions for Inclusion in the Directory, point seven and the Guidance on attendance patterns for children who are not of Compulsory Schools Age.

**Aim** The setting aims to work closely with parent/carers to identify any unexplained absence to ensure the safety and wellbeing of children.

**Method** The guidelines below sets out the procedure for parent/carers in the event that your child is absent (planned/unplanned).

### **Procedure**

1. If your child is sick or unable to attend for whatever reason you must notify the supervisor Anna Frost of non attendance before 9.00 am on the setting telephone 01986 784586 or leave a message on the answer phone.
2. If you have arranged a holiday during term time please notify us in writing of the days your child will be absent.
3. If the setting has not received acknowledgement of absence, by the end of the session your child should be attending, the supervisor or key person will contact the parent/carers to check the wellbeing of your child.
4. If a child is absent for two continuous sessions with no notification and no successful contact with parent/carer. The supervisor will telephone the named emergency contact number on child's registration form. If this proves unsuccessful a letter will be sent to the child's address asking parent/carer to contact us.

5. If after all the above, no contact or notification is gained, and the setting has any concerns about the safety or wellbeing of a child we will follow our safeguarding procedures outlined in our safeguarding policy. (This is shared with parent/carers)

6. If a child is a looked after child, subject to a child protection plan or a child in need then the setting must notify the child's social worker of any unexplained absence.

(Fees continue to be payable if a child is absent or is on holiday. In cases of prolonged absence, parent/carers should consult the setting supervisor about fee payment as set out in our Admission and Settling- in policy)

For further information regarding attendance patterns for children who are not of Compulsory Schools please refer to the link below:

<http://www.suffolk.gov.uk/EducationAndLearning/EarlyEducationAndChildcare/ForProviders/SupportForYourService/>

## Attendance Policy

This policy was adopted by

*Bramfield Stepping Stones Pre-school*

On

16/06/2021

Date to be reviewed

15/06/2022

Signed on behalf of the provider

Name of signatory

Craig moloney

Role of signatory (e.g. chair, director or owner)

Chair

Signed by setting Supervisor

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Signed by Deputy Supervisor

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