

# Parkside Playgroup

## **Attendance/Absence Policy Statement**

Attendance records will be monitored regularly. This attendance policy supports should be used in line with our safeguarding policy if a child's attendance is becoming a concern.

- We will inform parents about this process.
- Ensure children are signed in/ recorded on the registers promptly.
- Manager will listen to absence calls, read absence emails.
- Bring together registers, lates, absence calls - produce the list of children absent with no explanation.
- We will then start first day calling for children absent without explanation; we will call everyone on the contact list until we get an answer. We will leave messages if there is a voicemail option. However, we will not leave it at that.
- We might get an overseas ring tone and consider if the family are taking a holiday, they haven't informed us about
- We will call the contact list at least twice.
- By this stage, if we have a good contact list (4 numbers minimum) we probably have a reply.
- If we have been unsuccessful at receiving a reply, we will consider whether any children have additional agency support, such as a social worker, and we will contact them.
- We will explore any internal intelligence within the nursery to find out if anyone knows the family.
- Make a prompt home visit.
- If we cannot get an answer, we will refer immediately to Hounslow Children's services Front Door/ Police and request a welfare call (if we can see family inside the home avoiding our knock, we will not refer - unless we think the children are at risk of significant harm).

### **Children / Families accessing free entitlement places**

#### **What should I do if a child registers for a free entitlement place and he/she does not show up on the first day?**

If you have claimed the free entitlement for a child who does not attend on the first day contact the parent/ carer to ask if the child will still be taking up the place. Find out the date they intend to start instead, if at all, and then make the appropriate adjustment via the claims process later in the term.

However, if the parent/ carer keeps giving you a start date (or you are unable to contact them) and they do not show up by the end of the second week, you must write to the parent/ carer to inform them that their free entitlement place has been withdrawn. Copies of all correspondence should be kept in the child's records (in compliance with United Kingdom General Data Protection Regulation (UK-GDPR)). Ensure that make an adjustment via the claims process.

#### **The steps we will take for unnotified absences of children with a free entitlement place**

##### **In addition to the procedure above**

1. Ask the parent/carers for the child's expected return date.
2. If the child still does not return on the expected date, we will follow up with another telephone call and if the family are known to services, we will inform the support worker that the child has still not returned.
3. Work with the support worker to try and re-engage the child again.

4. If the child still does not return, we will agree with the support worker what the funding end date should be. This is to give services any additional time they need to try and re-engage the family. Once the date has been agreed, we will send a letter to the family to inform them that the free entitlement place has been withdrawn.
5. If we do re-engage with the parent, we will discuss/ consider a reduction in the number of sessions per week or a change in the session times if it would help with the child's attendance. We will make every effort to encourage and support improved attendance.
6. The parent/carer will be advised that any further absences may result in the funding being withdrawn. We will continue monitoring attendance and contact the support worker if the absence continues or the attendance remains low.
7. NB: If you are aware that the child's place was brokered via the 2 Year Old Early Learning Officer please contact her and follow the steps above.

**If funding is withdrawn-** we will be paid for a 2 week notice period from when a decision has been made to withdraw the entitlement.

**What is an acceptable number of weeks a child may take a holiday and still receive the entitlement?**

Term time (non-stretched offer) – It is not acceptable for a child to take a holiday during term time just as it is in schools.

All year round (stretched offer) – it is acceptable for a child to take up to 6 weeks holiday over a twelve month period.

If there is an exceptional circumstance, please contact Parmjit Ghtoray to discuss.

**Children's Services:**

- If the child/ren are open to Children's Services and have an allocated Social Worker- 020 8583 6600 (option 2 followed by option 1)
- If worried about a child, to report concerns- 020 8583 6600 (option 2 followed by option 3)
- Email: [childrensocialcare@hounslow.gov.uk](mailto:childrensocialcare@hounslow.gov.uk) Out of hours (after 5pm weekdays or weekends)- 020 8583 2222.

**For further information please contact:**

**Early Education Entitlement Officer**

Parmjit Ghtoray

[parmjit.ghtoray@hounslow.gov.uk](mailto:parmjit.ghtoray@hounslow.gov.uk)

020 8583 2664

**Free Entitlement and Brokerage Support Officer**

Nicola West

[nicola.west@hounslow.gov.uk](mailto:nicola.west@hounslow.gov.uk)

020 8583 2635

This policy was adopted at a meeting of

Parkside Playgroup

Held on

Sept 2021

Date to be reviewed

Sept 2022

Signed on behalf of the provider

Name of signatory

Brenda Henrick

Role of signatory

Chairperson