

Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.

North Hinksey Preschool and Childcare Clubs.

1.9 Attendance/absent child policy

Policy Statement

To promote good attendance this is vital to children's educational achievement, well-being and keeping them safe.

To convey clearly to parents and children that:

- Regular attendance is essential.
- Regular or frequent lateness at the start and end of each session is unacceptable.
- Unjustifiable absence will be investigated and may be recorded as unauthorised absence.

To keep records of attendance which:

- Clearly distinguish between authorised and unauthorised absence.
- Provide accurate information on actual attendance to enable monitoring and evaluation of attendance rates.
- Show lateness so that patterns may be addressed.

To build on existing good practice that fosters a positive attitude to good attendance by:

- Responding rapidly to children's absence.
- Recognising and celebrate children who maintain 'excellent', 'good' and 'improving' attendance.
- Sharing attendance figures with parents and carers.
- To target attendance where it has been an issue and to set in place strategies to support improvement.
- To target persistent lateness where it has been an issue and to set in place techniques to ensure improvement.

Sharing information

The setting will make its policy on attendance clear to parents and children through:

- Sharing information and expectations prior to admission.

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- Clear systems and procedures to address all pupil absence and lateness.

Factors affecting attendance

The main factors affecting attendance of children at the Pre-school are:

- Illness of the child.
- Illness of siblings or parents.
- Health Services Appointments.
- Religious observance.
- Holidays.

Staff understand their safeguarding responsibilities to keep children and families protected from radicalisation and/or extremist behaviour (Prevent Duty) and Female genital Mutilation by being alert to patterns of absence.

Daily Registration

- Registration will be completed at the start of each session within 10 minutes of the start time.
- Registers of attendance will be kept accurately, indicating clearly when a child is present or absent.
- Lateness will be recorded.

Systems to monitor attendance and punctuality

Any absence with no prior explanation will prompt a first day contact.

Systems to monitor attendance will include:

- A telephone call to establish the reason for non-attendance.
- Further follow-up telephone calls if unexplained absences continue.
- A letter when contact cannot be made by telephone call.
- A Home Visit when attendance is inconsistent.

Systems to monitor punctuality will include:

- Discussion with the parent or carer to establish the cause for poor punctuality.
- Letters to parents and carers as appropriate.

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Monitoring and evaluation of attendance data

Children's attendance patterns will be regularly scanned and any particular concern discussed with the parent or carer.

Reporting concerns

Concerns about a child's non-attendance will result in contact with the MASH for further advice and support.

Multi-Agency Safeguarding Hub: **0845 050 7666**

Emergency Duty Team (outside office hours): **0800 833 408**

The designated lead for safeguarding will liaise with the senior locality social worker if there are **already professionals** involved in the safeguarding of the child.

- Oxford City – **01865 328563**
- South Oxfordshire : **01865 323041**
- Emergency Duty Team: **0800 833 408**

This policy was adopted by

North Hinksey Preschool & Childcare Clubs *name of provider*

On

30/01/2019 *(date)*

Date to be reviewed

30/01/2020 *(date)*

Signed on behalf of the provider

Name of signatory

Ruth Vaughan

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

Setting Manager