

## **Safeguarding and Welfare Requirement: Child protection**

“Providers must hold the following documentation: a daily record of the names of the children being cared for on the premises, their hours of attendance .....” EYFS 2017 3.73

“Providers must be alert to any issues of concern in the child’s life at home or elsewhere” EYFS 2017 3.4

## **Non-attendance**

### **Policy statement**

At Redwood Preschool we recognise that good attendance and punctuality are essential if children are to feel settled and benefit fully from the learning and development opportunities that are available to them. Continuity and consistency are vital to young children’s progress. We are also aware that an irregular attendance pattern can be an indicator that the child and family need additional support at home.

### **Procedures**

- We ask parents to let us know in advance, where at all possible, if their child is going to be absent and the reason why. Absences are marked in the register using the following codes:  
**M** = Medical appointment; **H** = Holiday/Day off
- If a child is unwell and is unable to attend, we ask parents to let us know on the first day of absence the reason why their child is not in preschool. Absences caused by illness are marked in the register using the code **S** = Sickness.
- If a child is unwell, we ask parents tell us the date that they plan to bring their child back to preschool, or to contact us daily about the absence until the child is fit to return.
- If a child does not attend preschool and we have not heard from the parent, the keyworker will telephone the parent to ask about the child’s whereabouts. The call will be recorded in our ‘phone log’. If the child is unwell, the parent will be reminded of our procedure.
- If the parent is not available, the keyworker will continue to try and make contact.
- If the child does not attend for a second day, and we have not had contact with the parents, the keyworker will continue to try and make contact, using all the contact telephone numbers provided to us, including the emergency ones.
- If the child’s absence causes specific concerns relating to their welfare, we will follow our safeguarding and child protection procedures up to and including a referral to the Multi- Agency Safeguarding Hub (MASH)
- If the child is subject to a Child In Need plan or a Child Protection plan and is absent without contact from the parent, we will follow the usual procedures, and the Designated Safeguarding Lead (DSL) will contact the allocated Social Worker.
- Waltham Forest’s ‘EYSFF payment terms and conditions’ says that if children in receipt of the Free Early Education Entitlement (FEEE) are absent for more than 2 weeks (10 school days) in any one term they will lose their funding and parents will be liable to pay fees at the current rates if they wish to retain the place.
- In exceptional circumstances this may not apply, but the decision is at the discretion of the Local Authority.
- We ask parents to let us know about any known extended absence and the reason for it in writing to the preschool office, in advance.
- No retrospective requests for absence will be accepted and fees incurred as a result of funding being withdrawn will be charged at the current rate.

- We are expected to tell the Local Authority when a child is absent for more than 2 consecutive weeks.
- We may be asked to demonstrate in an audit what steps we have taken to make sure parents are aware of their entitlement and the attendance requirements.
- Parents are expected to pay fees during their child's absence as detailed in our Fees policy – Term time.

## Legal framework

## Further guidance

EYSFF payment terms and conditions (Waltham Forest)

This policy was adopted by \_\_\_\_\_ *(name of provider)*

On \_\_\_\_\_ *(date)*

Date to be reviewed \_\_\_\_\_ *(date)*

Signed on behalf of the provider \_\_\_\_\_

Name of signatory \_\_\_\_\_

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