



The Village Hall, Barking, Ipswich, IP6 8HP  
Tel: 07552 410825  
Registered Charity No: 1159369

## Attendance Policy

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 (see below) and the Guidance on attendance patterns for children who are not of Compulsory Schools Age.

Point 7. For settings who are providing funded childcare for two year olds that is funded by Suffolk County Council, comply with the council's requirements which are to:-

- Provide the agreed number of hours free of charge to the family.
- Submit a termly funding claim form to EYCS.
- Complete and return a termly attendance form to EYCS by the stated date.
- Inform EYCS immediately if the child does not attend for two consecutive days without a reason given by the parents, ensure that this is followed up by telephone and recorded on the termly attendance form.
- Share information with other professionals engaged with the family.
- Encourage parents to take up the full funded entitlement from the term after the child's 3rd birthday

### Aim

Barking Pre-School 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).

1. If your child is sick or unable to attend for whatever reason you must notify the pre-school of non attendance before 9.30 am by telephoning/texting the pre-school 07552 410825. If the telephone is unanswered please leave a message. Alternatively, you can email the setting at [info.barkingpreschool@aol.co.uk](mailto:info.barkingpreschool@aol.co.uk)
2. If you have arranged a holiday during term time please notify us in writing of the days your child will be absent. **There will be no fine incurred for pre-school children from Suffolk County Council.** This can either be by email, letter or written in your child's diary.
3. If the setting has not received acknowledgement of a consecutive absence of one week, the pre-school Manager/ named deputy 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 pre-school Manager 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.



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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 pre-school must notify the child's social worker of any unexplained absence.
7. We must notify Suffolk County Council where children in receipt of Early Years Funding Entitlement are absent for more than 2 weeks in a term.

**Parents are only able to claim for funded hours they intend their child to attend pre-school each term. Should your child not attend on your chosen funded sessions on a regular basis, Suffolk County Council may choose to reclaim this payment from the setting. This charge will be passed on to the parent/carer.**

(Fees continue to be payable if a child is absent or is on holiday. In cases of prolonged absence, parents/carers should consult the Pre-school Manager about fee payments)

For further information regarding attendance patterns for children who are not of compulsory school age please refer to the link below:

<http://www.suffolk.gov.uk/educationandlearning/earlyeducationandchildcare/forproviders/suportforyourservice/>

Signed: .....

Date: .....

Position: .....