



Absence Policy

Principles

At Noah's Ark, we believe good attendance at our setting is essential if children are to be settled and take full advantage of the learning and development opportunities available to them. At a young age, continuity and consistency are important contributors to a child's well-being and progress.

We also believe that we have a responsibility to follow up on unauthorised absences to ensure that the child and family are safe and well, which forms part of our safeguarding commitment.

Aims

- Encouraging staff, parents/carers, and children to maximise the learning experience in order that all children reach their full potential.
- Providing clear procedures for staff and parents/carers relating to setting attendance.

Terms

Absence is either:

- known to the setting (illness or religious/cultural observance or holiday) or
- unknown (if there is no reason given in advance).

Procedure

It is the parents'/ carers' responsibility to contact the setting either by telephone or by email if their child is unable to attend on a nominated day. This must be on the first day of absence and any following days within an hour of the child's set start time at the setting.

The Overseer completes a register at the beginning of each morning and afternoon session. If parents/carers have not explained the reason for absence within an hour of the child's set start time, then Overseer will nominate someone to call the parent/carers of the child. If we are not able to get hold of the parent/carers, we will leave a telephone message.

If we do not receive a response, we will send an email. We will consider whether to;

- Call the emergency contact/s for the child.
- Visit the family home.

The Practice Manager will decide the best course of action based on their knowledge of the family and child – for example, if it is known that the family is experiencing challenges or if the child has SEND the setting may act more swiftly than the 48 hours listed below.

If no explanation is given, the Overseer enters this as an unknown absence on the setting records.

Noah's Ark Pre-school

Supporting children and families with God's love and practical care



If the Practice Manager is unable to contact the parents within 48 hours and there is no explanation for the absence from emergency contacts, the Practice Manager will consider whether to contact Families in Focus/First Response for advice and whether to contact the police.

Records will be made of contact and attempted contact with parents/carers and/or emergency contacts and other agencies. Records will also be made of known and unknown absences. Monitoring of absence records will take place regularly and letters and/or meetings will be sent/arranged by the setting, including a referral to Families in Focus, where necessary.

If absence is a persistent problem (for example, 15% or more) a meeting will be arranged at the setting with the parent/carer and the Key Person.

Reviewed 24th April 2024 by Corinne McIntosh

Signed..... date.....

Print name..... Role.....

Signed..... date.....

Print name..... Role.....