



# CHILD ABSENCE

Long Bennington Pre-School  
Registered Charity: 1157300

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

3.4. Providers must have and implement a policy and procedures to safeguard children. These should be in line with the guidance and procedures of the relevant Local Safeguarding Children Board (LSCB).

3.76. 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...

At Long Bennington Pre-school 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. We take the role of safeguarding children very seriously and we always adhere to statutory requirements. At the very least, good attendance practice promotes good outcomes for children. In a small minority of cases, good attendance practice may also lead to the earlier identification of more serious concerns for a child or family and may have a vital part to play in keeping a child or other family members safe from harm.

It is important that our records of children's attendance are accurately kept and regularly monitored to ensure that we can identify any potential problems and look for patterns. All managers and staff are alert to signs that children and learners who are missing might be at risk of abuse or neglect, and appropriate action is taken when children and learners stop attending. We are aware that attendance is not statutory, but that non-attendance could be an indicator of other concerns. We are particularly aware of the need to monitor groups such as children who are in receipt of two year old funding, and those for whom we receive Early Years Pupil Premium, as these groups are considered to be vulnerable learners.

Alongside our '*Safeguarding children, young people and vulnerable adults*' policy we also have this procedure in place;

### **Procedures;**

- Children's attendance is monitored through daily registers. All absences and reasons given for them are recorded.
- Parents are asked to inform us in person, by phone, text or email before 9.30am, if their child will not be attending for any reason.
- If you fail to call the Pre-school, a senior staff member will call or text you to check that your child is ok and to find out the reason they are not present. Obviously we understand children have periods of illness and also families enjoy 'days out' and holidays together. These days will be marked appropriately in our register. If there is to be an extended period of absence e.g. ongoing illness, we ask that we are kept informed every 48 hours.
- If no contact can be made by the member of staff, we will continue to try to contact you for 48 hours.

- If no contact can be made after 48 hours the member of staff will advise the Manager who will contact Local Safeguarding Children Board of your child's continued unexplained absence. (This is in accordance with the Children's Act 2004)
- 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.
- All absences will be recorded, and frequent absences will be investigated and further action or monitoring considered. We will always discuss our concerns with parents and endeavour to enable children to attend as regularly as possible.
- Absence is also monitored for the health and well-being of children, for example so that we are aware of outbreaks of illness which need to be investigated, or to warn parents of infections such as German measles.
- If a child is missing from nursery on several occasions or stops attending the setting with no explanation, staff are alert to the possibility of risk of abuse or neglect, and informs the Local Safeguarding Children Board (LSCB) who will investigate and liaise with outside agencies. Safeguarding procedures are then followed.
- The Manager will keep a record of all child absence in the '*Concerns file*' and will report any concerns to Lincolnshire Safeguarding Children Board.

#### **Funded places;**

- Monitoring attendance and use of government funded hours may be passed on at the local authority's request.
- Two, three and four year old funding is provided through the local authority. This is public money and we feel that we have a duty to ensure it is used appropriately. If a place has been reserved but is being used for less than 75% of booked session, we reserve the right to offer that place to any child who may be on our waiting list, for example, a child who has been allocated two year old funding, but cannot take up a place because sessions are full. This way we can be sure to use the funding to its best effect.
- We will keep notes of any actions to help the family and a date by when attendance will be reviewed.
- Where a child is absent for more than 2 weeks in any one term the Local Education Authority will review the funding of that placement and this may be removed and parents will be liable to pay fees at the current rates if they wish to retain the place.
- We are expected to tell the Local Authority when a child is absent for more than 2 consecutive weeks.
- We would discuss reasons for absence with parents before retracting the funding offer, and make every effort to work with them to encourage them to increase attendance. Funding would only be withdrawn as a last resort, and at the end of a school term.

#### **Arrival times and lateness;**

In Pre-school we are trying to get children ready for school so it is essential for your child to attend on time. Entry time is 9.00am unless previously arranged and it is necessary for children to be punctual. When children arrive late this can disturb our 'Welcome' and 'Circle' time.

#### **Key phone numbers**

- LSCB - Lincolnshire County Council Children Services Customer Service Centre (CSC) : Office Hours 01522 782111 or out of hours 01522 782333

This policy was adopted by

Long Bennington Pre-school

On

11<sup>th</sup> March 2019

Date to be reviewed

March 2020

Signed on behalf of the provider

Name of signatory

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