

## General Welfare Requirement: Organization

### Non-Attendance & Lateness, Early or Late Collection Policy and Procedure

#### Policy Statement

It is our intention to make our setting accessible to children and families from all sections of the local community and to ensure that their welfare requirements are maintained.  
We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

#### EYFS key themes and commitments

| A Unique Child                                                     | Positive Relationships                                                | Enabling Environments                                                                              | Learning and Development                         |
|--------------------------------------------------------------------|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|--------------------------------------------------|
| <ul style="list-style-type: none"><li>Inclusive practice</li></ul> | <ul style="list-style-type: none"><li>Respecting each other</li></ul> | <ul style="list-style-type: none"><li>The learning environment</li><li>The wider context</li></ul> | <ul style="list-style-type: none"><li></li></ul> |

#### Procedures

In order to achieve this aim, we operate the following Non-Attendance policy.

- Please ensure that your child/children attends pre-school regularly.
- Please ensure that your child/children arrive at pre-school on time.
- Please ensure that your child/children will be collected on time and with regard to the collection procedure of the pre-school.
- Please be aware of the pre-schools non-collection procedures.
- If your child is absent you are required to notify and contact the pre-school by phone in the first instance and follow-up by email (if you are able) on the first day of absence by **09.45am**, leaving the reason for absence.
- You are required to contact the pre-school on each subsequent day of absence by **09.45am**, your child will not be attending.
- Your child's attendance pattern and absences will be logged under the welfare requirements.
- You are required to keep the pre-school informed of any periods of continued absence of over a week.
- The Pre-School is required to record all children's absences and reasons for their absence under the welfare requirements and may be shared with outside professionals and /or social services.
- Please note, failure to inform the pre-school will result in the Designated Safeguarding Lead, Manager, Deputy Leaders contacting you regarding your child's absence under the welfare requirements, on the first day of absence and consequent days. If we are**

**unable to contact you after 10am on your child's absent day/s, we will contact the next contacts on your admission forms and subsequent emergency contacts. If we fail to contact you or your registered contacts, we have a duty to ask for a home welfare check on the day of absence by contacting the police on 101 and sharing your child's contact details with them. ( The term absent refers to Sickness, Days out, Holidays, Medical appointments or any other reason your child will not be attending pre-school)**

- Payment for your child is required, regardless of whether your child/children attends on the days registered for him/her/them and no refunds can be issued for days unattended or withdrawal of a placement/s by parents/guardians.
- If your child will be absent due to holidays taken during term time or planned absence, you will be required to complete a Holiday/Planned absence form in advance.
- Payment will be required for full fees for holidays taken during term time.
- If your child will be absent due to medical appointments taken during term time the above non-attendance procedures should be followed or if you are aware in advance, to put your request in writing or email.
- Free Early Education (EYFE/FEET) FUNDING: If your child is absent more than 2 consecutive weeks we are required to inform the Surrey Free Early Education Department of your child's absence. We may be required to demonstrate to an auditor when your child is likely to return and the reason for the absence. Outstanding costs will need to be paid to the pre-school by the parent/guardian of your child/ren in this instance.
- We check your child's attendance for patterns of absence. If your child is regularly taking off time, we will ask you to come in for a meeting to discuss the absence.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.
- When contacting the pre-school, please contact on telephone 07415271604 in the first instance or email on [info@littlesaints-preschool.com](mailto:info@littlesaints-preschool.com)
- For instances when your child arrives late, is collected early or collected late, you will be required to complete a record log, giving a reason under the Welfare requirements.

### **Changes to Policy and Procedure**

Any changes to this policy and any procedures may come into force following Government Guidance and Legislation changes to law or any new Legislation that the Government sees fit to implement. This includes any changes due to the Coronavirus Act 2020 and any subsequent Acts that will affect the Early Years Sector and our setting now or in future communication and changes.

Acts and legislation includes but is not exhaustive to:

Coronavirus Act 2020

Coronavirus (Covid-19) Guidance for educational settings

Early Years Foundation stage: Coronavirus Disapplications

Actions for Early Years and Childcare providers

This policy was adopted at a meeting of **Little Saints Pre-School**

Held on (date)

Signed on behalf of the CIO Trustees