



Child Care & Early Education Attendance Policy

Version no: 0.2

Version Control:

Version Number	Purpose/Change	Author	Date
0.1	Initial draft – To be approved by Committee	Melanie Nadin	06/01/20
0.2	Checked for grammar and content	Sarah Allen	17/01/20



[Child Care & Early Education Attendance Policy](#)

Aims & Principles

Hixon preschool, working alongside the local authority aim to:

- Ensure all children/parents that are eligible for funded places are encouraged to take advantage of them.
- Ensure all parents are supported to understand the importance of consistent routines and regular attendance for their child.
- Develop and maintain effective partnerships with parents and other organisations to tackle issues which may result in inconsistent/non-attendance whilst recognising the individual needs and circumstances of children/families.
- Develop positive and consistent communication between home and setting, providing guidance and support as appropriate.
- Initiate an Early Help Assessment (EHA) where issues of sporadic non-attendance cannot be addressed by the setting in isolation and involvement from other services is required.

Hixon preschool will ensure they:

- Promote the importance of regular attendance and consistent routines with parents during the settling in period and from the commencement of the place.
- Keep an up to date register of attendance for all children accessing the provision. This forms part of the welfare requirements of the EYFS and will need to be evidenced in an Ofsted inspection.
- Encourage and support families during the induction to agree a sensible and appropriate number of hours which meets the needs of the child/family and increase hours towards a full entitlement when the child is deemed settled and ready.
- Recognise the individual needs and circumstances of all children/families and reasons why it may not be appropriate for a full entitlement of hours to be taken.
- Monitor attendance and other welfare concerns and communicate directly with parents where issues arise and try to address them.
- If attendance is sporadic and inconsistent preschool may initiate an EHA to work with others to address the issue. However, there may be instances where we may need to involve our local family support provider who could work with the family to address any issues preventing attendance. Sporadic and inconsistent attendance is defined as when a child is consistently not attending the provision for their set hours and the setting has not been given an explanation of why. Discretion will be used as to when to discuss with parents and involve other services.



- Make parents aware that the arranged amount of funded hours must be attended by the child and that sporadic and inconsistent attendance without a reasonable explanation may lead to the withdrawal of the funded place. This means the parents would have to pay preschool for the hours attended by the child.
- Inform the EEF Finance Team if a child has not attended the provision for any amount of funded hours for a period that stretches over four consecutive or sporadic weeks within the same term. If a reason has not been given for repeated absence and contact cannot be re-established with the family, providers may wish to involve the health visiting service if they have concerns. Consent would NOT be required under these circumstances as covered within the Parent Declaration/Registration form. Preschool can contact the Education Safeguarding Advice Service if they wish to seek further advice and guidance.
- Hixon Preschool must continue to follow its own policy and Staffordshire Safeguarding Children's Board guidance when they have concerns that a child is at risk of immediate harm or neglect.

Conclusion

Hixon Preschool will adopt this good practice guidance with regard to improving attendance and promoting the welfare of children in early education. Through having robust and agreed procedures in place to protect children in early education, services can work together with parents to ensure that early signs of need are identified and support is offered.

This co-ordinated approach across Staffordshire will ensure that young children, under the legal age of full-time education, will be protected and supported to become school ready.

Date for review January 2021 unless new legislation comes in to effect.