

## Maple Grove Community Group

### Attendance Policy

Maple Grove Community Group strongly believe that even when you're very small good attendance makes a BIG difference.

'Although attendance at the setting is not mandatory, providers should be alert to patterns of absence that may indicate wider safeguarding concerns. Inspectors will explore how well providers work with parents to promote children's good attendance, especially the attendance of children for whom the provider receives the early years pupil premium.'

*Ofsted Early Years Inspection Handbook, August 2015.*

Regular attendance is important for all children. It keeps them safe and supports their learning and development. Children who attend regularly are more likely to feel that they belong because they understand routines and expectations as well as developing good habits and setting up a pattern for later learning.

This policy sets out the procedures to be followed in the event that a child is absent from the group.

#### **Procedure**

- If your child is unwell or cannot attend for some reason, please call the setting as soon as you can on 01354 660543.
- If we have not heard from you following the room registration the Group will contact you to establish why your child is absent. All absences will be recorded appropriately.
- If we cannot contact a parent/carer, we will use **all** the **contact details, emergency contacts** and **siblings school (if known)** that you have given us, to try and establish why your child is absent.
- If we are concerned about the welfare of a child, have been unable to make any family contact and have not seen the child in setting, steps we might take are:
  - May consider a home visit
  - Social Care / Police
- Parents/carers must inform the Group if they are planning holidays during term-time so we can record this on our register.
- Fees remain payable during periods of absence, unless alternative arrangements have been made.

This policy was adopted at a meeting dated .....

Signed by ..... Position .....