

First Day Absence Monitoring and Reporting Policy and procedure

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Reviewed

26/11/2020 – J Lindow

15/02/2021 – J Wilson

A Safeguarding Policy

Children absent due to appointments and illness.

When a child is absent due to illness, we ask you notify the Pre-school at your earliest convenience. This is so that we can communicate to other families about any possible contagious illnesses.

Personal details of children who are unwell are kept confidential.

Some childhood illnesses are reportable to the Health Protection Agency (HPA) and Ofsted therefore notification is important to ensure the reporting requirement is met. There may also be other action required as the result of any notifications such as deep cleaning of areas.

On the first day of your child's absence from pre-school, you must contact the setting to let them know the reason for absence, when it started and how long they may be absent.

Each day your child is absent we request you contact us as early as possible via contact form, phone call, text or email before 10:00 am, to detail why they are absent what their symptoms are and if they are having any treatment.

lillybrookchildcare@outlook.com

07518-103-023

This information will be logged in our absence recording which is required as part of the funding and safeguarding practice. Records of absences are kept in a confidential file in a locked cabinet only accessed by the manager Jenna Lindow, the directors Janet and Timothy Wilson upon request and the designated absence monitor (Chloe Wigley Deputy Safeguarding Officer)

Medical appointments

If your child is at an appointment, we would need a copy of your letter or appointment card for absence records.

Please note if no contact can be made with parents and no contact has been made with us by 10:00 am on the morning of absence, a member of the staff team may be deployed to come for a home visit. This is for your safety as well as part of the safeguarding requirements.

All unauthorised or unnotified absences will be recorded and if your family is under social services then we are required to alert them.

Please note if parents or guardians become involved with social services during the length of your child's attendance at our setting it is requested you make us aware.

As many parents may have read recently in the news there has been some instances where children have not turned up to pre-school and it has been because sadly a parent has passed away and they have been unable to tell anyone. Pre-school have been un-able to make contact and have not followed up on absences and missed opportunities to identify children needing support. We want to make sure that we are being responsible and doing our best to keep families and children safe. This is the reason we take absence monitoring as a priority.

There is also a request by the local council that we keep records of absences that are ready for inspection at any point for auditing purposes.

Funded Children

Children in Receipt of Government Funded Education Sessions

Where children are in receipt of the free government funded education sessions and are absent the Pre-school is required to inform the Local Education Authority when:

- the absence is continued or reoccurring.
- the absence is for a period longer than 3 weeks

Where a child is absent for 3 weeks the Local Education Authority will review the funding of that placement and this may be removed. This is why it is imperative we have detailed explanations of absences and parents must be aware that the 3 weeks is over a terms period. It might not be in a block of three weeks that children have been off in one period of absence but individual missed sessions add up.

You could be liable for paying a minimum of three week's worth of sessions up to the cost of the entire term if you have missed 15 day's worth of attendance of funded sessions in a term.

Authorised and unauthorised absences what is the difference?

Authorised examples

- Doctors appointment with appointment card/letter as proof

- Hospital appointment with appointment card / letter as proof
- Dentist appointment with appointment card / letter as proof
- Any medical appointment with letter or appointment card as proof
- Bereavement
- Sickness with appointment card from doctor to prove contact call has been made to doctors (normally a doctor's appointment card can be obtained for these and an email to detail the symptoms and length of proposed absence)
- COVID related illnesses with proof of test results
- Visits to new prospective schools with email as proof of invite or letter from the school.

If parents want to discuss individual extenuating circumstances, then please note these will be reviewed on a case by case basis.

Unauthorised Absences

- Where no contact has been made
- Where a child is otherwise in good health
- Holidays during term time
- When a parent wants to take a child out on a day out for the day.
- When a parent decides to keep a child at home with a family member or themselves as a day off or as alternative childcare for the day.

Please note lists above are not limited to the above and parents are able to make requests by email to explain their reasons and ask whether it will be classified as an agreed absence or unauthorised absence.

Each term absences will be audited as part of absence monitoring.