



# Allsorts Childcare Child Attendance Policy

## Purpose

This policy outlines the expected attendance standards and procedures for children who are absent from Allsorts.

Regular attendance at Allsorts is important to prepare children for their transition to primary school, and to keep to a routine.

---

## Principles

It is expected that all children will attend all sessions booked unless absent through illness. Any time taken off during core term time sessions is still chargeable. This includes time off for illness, holiday or any other reason not deemed to be exceptional circumstances.

If regular attendance is not achieved, childcare funding may be withdrawn by the local authority.

---

## Illness

If a child is unable to attend through illness we expect the parent/carer to contact the setting as early as possible on the first day of illness to keep the setting informed.

Regular contact should be maintained during the child's absence and the setting should be kept up to date on the child's wellbeing and expected return date.

If a child is absent for any other reason this contact is also expected.

Allsorts will follow up on absences in a timely manner. If a child is absent for a prolonged period of time, or if a child is absent without notification from the parent or carer, attempts must be made to contact the child's parents and/or carers and alternative emergency contacts. Allsorts will consider patterns and trends in a child's absences and their personal circumstances and use professional judgement when deciding if their absence should be considered as prolonged.

Consideration must be given to the child's vulnerability, parent's and/or carer's vulnerability and their home life. Any concerns will be referred to local children's social care services and/or a police welfare check requested.

## Leaving Allsorts

If you wish for your child to leave Allsorts completely, four weeks' notice must be given, or payment of fees in lieu of notice.

Funding cannot be claimed at another setting until after this four week notice period.

---

## Cancellation and swapping of sessions

Allsorts does not allow sessions to be 'swapped', however, additional settings can sometimes be booked if there is space.

The following notice periods apply for cancellation of sessions:

Session	Notice Required to cancel	Fee payable
Holiday club	One week	No fee payable if required notice given
Breakfast and after school club	One week	No fee payable if required notice given
Preschool and baby room funded core sessions	N/A - core sessions are booked for the entire academic year	Full fee still payable/funded hours claimed for all sessions not attended
Baby room payable sessions	Four weeks	No fee payable if required notice given

To cancel your child's preschool or baby room space at Allsorts completely, or to drop a session permanently, four full weeks notice must be given.