



# 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.

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If regular attendance is not achieved, childcare funding may be withdrawn by the local authority.

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## **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.

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## **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.