



Attendance Policy

Preschool, Toddlers and Babies

It is expected that all children will attend all sessions booked unless absent through 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. If a child is absent for any other reason this contact is also expected. Any time taken off during term time is still chargeable.

Any family that demonstrate poor attendance should be asked to come in for a discussion with senior staff to ascertain the barriers to attendance. The setting will endeavour to support the family to improve attendance. It should also be explained to the parent not only the importance of early education and routine but also the possibility of the loss of childcare funding due to absenteeism.

The setting also needs to ensure that they keep track of absenteeism and, depending on the amount of sessions a child is booked in for and the time not seen by the setting, contact should be made with the parent/carers to ensure the welfare of the child and the family.

Any child with Children's Services, Early Help or on an EHCP should have prompt contact made to ascertain the wellbeing of the child.

If contact cannot be made within a reasonable amount of time, concerns should be passed on to Children's Services.

Out of School Club

It is expected that all children booked in for Out of School Club will attend sessions booked. Unless a weeks' notice is given, sessions booked will still be chargeable.

Any child not arriving for a breakfast club session will not be checked upon immediately, but the booking checked with the parent at the first opportunity.

Any child not arriving for an afterschool club session will be looked for in the school, checking with teaching staff and ultimately contacting the parents if no-one is aware of the child's location.

Allsorts will always ensure they are aware of the location of a child that should be in their care.

Children that are booked for Holiday Club, that do not attend without explanation, will be dealt the same way as the Preschool children to ensure their welfare and safety.

Policy reviewed September 2022