



## Non-attendance Policy

Updated: 01.09.2025

### Procedure

- If you are planning holidays during term time, please let us know in advance so we can record this on our register. You can do this by emailing [administrator@hanslopepreschool.org](mailto:administrator@hanslopepreschool.org).
- If your child is sick or cannot attend for any reason, you can contact us before 8:30am by email at [administrator@hanslopepreschool.org](mailto:administrator@hanslopepreschool.org) or if after 8:30am please call the Pre-school on 07977 721755, no later than 9:15am on the day to let us know.
- If we have not heard from you by 9:30am we will call you to establish why your child is absent so we can log this on our register.
- If we are concerned and cannot contact a parent or carer, we may use the contact details and the emergency contacts you have given to us to try to establish why your child is absent.
- If we are concerned about the welfare of a child, we reserve the right to contact social services.
- Fees remain payable during periods of absence unless alternative arrangements have been agreed upon.
- Once contact has been made, we will record all absences on the individual child's absence reasoning record, including the date. The reason, how we were informed, and the initials of the staff member. Absence records are retained for at least three years, or until the next Ofsted inspection following a cohort of children moving on to school.

### Safeguarding vulnerable children

- The designated person or key person attempts to contact the parents to establish why the child is absent. If contact is made and a valid reason is given, the information is recorded on the child's absence reasoning form.
- Any relevant professionals involved with the child are informed, e.g., social worker/family support worker.
- If contact is made and the designated person is concerned that the child is at risk, the relevant professionals are contacted immediately. The events, conversations, and follow-up actions are recorded. If contact cannot be made, the designated person contacts the relevant professionals and informs them of the situation.
- If the child has current involvement with social care, the social worker is notified on the day of the unexplained absence.
- If at any time information comes to light that gives cause for concern, safeguarding children procedures are followed.

### Safeguarding

- If a child misses three consecutive sessions and it has not been possible to make contact, the designated person calls Social Care and makes a referral if advised.

- If there is any cause for concern, i.e., the child has a child protection plan in place or there have been previous safeguarding and welfare concerns, the designated person attempts to contact the child's parent or carer immediately. If no contact is made, the child's absence is logged on the Safeguarding Incident Reporting Form, Social Care is contacted immediately, and safeguarding procedures are followed.

### **Poor/irregular attendance**

Whilst attendance at an Early Years setting is not mandatory, regular/poor attendance may be indicative of safeguarding and welfare concerns that should be followed up.

- In the first instance, the setting manager should discuss a child's attendance with their parents to ascertain any potential barriers, i.e., transport, working patterns, etc, and should work with the parent/s to offer support where possible.
- If poor attendance continues and strategies to support are not having an impact, the setting manager must review the situation and decide if a referral to a multi-agency team is appropriate.
- Where there are already safeguarding and welfare concerns about a child or a child protection plan is in place, poor/irregular attendance at the setting is reported to the Social Care worker without delay.

There is a minimum attendance requirement for all Early Education Funded children. Milton Keynes Council may reclaim funding for children who do not attend 63% of the hours claimed unless there are special circumstances. Hanslope Pre-school may therefore ask parents to meet the cost of sessions not attended.

Signed on behalf of Hanslope Pre-school

A handwritten signature in black ink, appearing to read 'Emma Courtney', written over a light grey rectangular background.

Emma Courtney  
Committee Chairperson  
01.09.2025