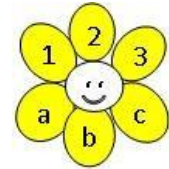


North Leigh Pre-school



Safeguarding

1.2 Attendance/absent child policy

Objectives

To promote good attendance as this is vital to children's educational achievement, well-being and keeping them safe. To convey clearly to parents and children that:

- Regular attendance is essential.
- Regular or frequent lateness at the start and end of each session is unacceptable.
- Unjustifiable absence will be investigated and may be recorded as unauthorised absence.

To keep records of attendance which:

- Provide accurate information on actual attendance to enable monitoring and evaluation of attendance rates.
- Show lateness so that patterns may be addressed.

To build on existing good practice that fosters a positive attitude to good attendance by:

- Responding rapidly to children's absence.
- Recognising and celebrating children who maintain 'excellent', 'good' and 'improving' attendance.
- Sharing attendance figures with parents and carers.
- Targeting attendance where it has been an issue and putting in place strategies to support improvement.
- Targeting persistent lateness where it has been an issue and putting in place strategies to ensure improvement.

Sharing information

The setting will make its policy on attendance clear to parents and children through:

- Sharing information and expectations prior to admission.
- The use of standardised letters to parents addressing specific aspects of attendance or punctuality that require parental response.
- Clear systems and procedures to address all pupil absence and lateness.

Factors affecting attendance

The main factors affecting attendance of children at the Pre-school are:

- Illness of the child.
- Illness of siblings or parents.
- Health Services Appointments.
- Religious observance.
- Holidays.

Staff understand their safeguarding responsibilities to keep children and families protected from radicalisation and/or extremist behaviour (Prevent Duty) and Female Genital Mutilation by being alert to patterns of absence.

Systems to monitor attendance and punctuality

- **Daily Registration**
 - Registration will be completed at the start of each session within 10 minutes of the start time
 - Registers of attendance will be kept accurately, indicating clearly when a child is present or absent
 - Lateness will be recorded.

Any absence with no prior explanation will prompt a first day contact. Systems to monitor attendance will include:

- A telephone call to establish the reason for non-attendance.
- Follow-up telephone call for unexplained absence beyond five days.
- A letter when contact cannot be made by telephone call.
- A home visit when attendance is inconsistent.

Systems to monitor punctuality will include:

- Discussion with the parent or carer to establish the cause for poor punctuality.
- Letters to parents and carers as appropriate.

Monitoring and evaluation of attendance data

Children's attendance patterns will be regularly scanned and any concern discussed with the parent or carer.

Reporting concerns

Concerns about a child's non-attendance will result in contact with the Multi-Agency Safeguarding Hub (MASH) for further advice and support. MASH: 0845 050 7666 Emergency Duty Team (outside office hours): 0800 833 408

The designated lead for safeguarding will liaise with the senior locality social worker if there are already professionals involved in the safeguarding of the child.

Oxford City Assessment Team – call 01865 328563 - cfassessmentcity@oxfordshire.gov.uk South Assessment Team – call 01865 323041 - cfassessmentssouth@oxfordshire.gov.uk North Assessment Team – call 01865 323039 - cfassessmentnorth@oxfordshire.gov.uk

This policy was adopted at a meeting of North Leigh Pre-school

Held on 22 June 2021

Signed on behalf of management committee.

Chairperson – Mrs. Evelyn Cookson