

1.2d Children's Absence Policy

Policy statement

Filton Park Pre-School Playgroup is fully committed to safeguarding and promoting the welfare of all its children and their families. Every member of staff recognises that children may be absent for a number of legitimate reasons. However, we do have to consider that if a child is absent and we have not been told the reason, there is a possibility that the child could be at risk of significant harm. The Children's Absence Policy sets out the procedures we ask our parents/carers to follow if their child is absent and the procedures that staff at Filton Park Pre-School Playgroup will follow if we have not received notification of absence from the parents/carers.

Links to other policies

Our Children's Absence Policy links to the following pre-school policies:

- 1.2 Safeguarding children and child protection
- 10.1 Prospectus

Aims and principles

- The Filton Park Pre-School Playgroup Children's Absence Policy is intended to provide a framework for dealing with issues relating to the absence of children for any reason. We recognise that children may be absent for a number of legitimate reasons, but at the same time we are well placed to be able to identify safeguarding issues and this policy clearly sets out the procedures we will follow in the event of unexplained children's absence.

Procedures for parents/carers

- If your child is to be absent for a holiday, you must notify us in writing in advance. An absence form is available for you to complete.
- If your child is absent for any other reason, it is essential that you notify us by phone on 01454 866580 on the first day of absence. You can ring us at any time and leave a message on the answerphone. Email contact is not sufficient. On return to Playgroup, we may ask you to complete an absence form.

Procedures for staff of Filton Park Pre-School Playgroup

- If telephone notification of the reason for absence has not been received by mid-day on the first day of absence, a member of staff will attempt telephone contact with the parents/carers with whom the child lives
- If we have been unable to contact the parents/carers and they have still not contacted us by the second day of absence, a member of staff will attempt telephone contact with other adults on the child's contact list
- If satisfactory explanation for the child's absence is not received, we would become concerned that the child could be at risk of significant harm. In this case we will have to contact outside agencies. This could mean we would contact the school if a child has older siblings
- If the child lives at a local address, a home visit involving two members of staff may be attempted at the end of the daily sessions
- If satisfactory explanation has not been received by the third day of absence, a member of staff will contact the local police and/or Children's Social Care, saying that we are concerned that the child could be at risk of significant harm.

This policy was adopted at a meeting of Filton Park Preschool Playgroup *(name of provider)*

Held on _____ *(date)*

Date to be reviewed Sept/Oct 2020 *(date)*

Signed on behalf of the provider _____

Name of signatory Adrian Reed

Role of signatory (e.g. chair, director or owner) Chair