

UNCRC Article 3: Adults must do what's best for me

UNCRC Article 36: I have the right to be kept safe from things that could harm my development

UNCRC Article 28: I have the right to an education

## **Largs Early Years Centre**

### **Children's Attendance Policy**



#### **Rationale**

This policy has been developed to ensure that all children's attendance is monitored and that there are procedures in place for parents and staff to follow.

#### **Aims & Objectives**

- To ensure the centre is aware if a child is going to be absent
- To help monitor attendance rates of children, particularly children who are on child protection or are looked after at home.
- To ensure there is effective procedure that is followed which ensures the overall best interests of the child and family.

#### **Responsibilities**

- Each keyworker should inform parents of the policy at their PAV, ensuring that parents know to phone the centre if their child is absent
- Staff should monitor children's attendance daily.
- All calls to or from the centre and seesaw posts regarding attendance are recorded in the absence monitoring book within the office
- The clerical assistant will put the register on the seemis system, where we will have knowledge of patterns of attendance
- The Depute will collate all children's attendance at the end of each month highlighting any attendance below 80%.
- When any child is absent without any communication, the keyworker or buddy will call the parents
- If no communication can be made with the family staff will then contact either the emergency contacts or other agencies.
- Keyworkers will be aware of their individual children/family backgrounds. Attendance information can therefore be monitored accordingly.
- SMT add the children names daily onto the whiteboard. This will be ticked off when communication has been received etc

#### **Record Keeping**

- The registers will be kept up-to-date by the office staff
- Keyworkers will record any communications with parents regarding absences on weekly pink sheets or in the absence book.
- Any telephone calls will be recorded within the red attendance book in the office
- Depute will record and monitor all absences below 80% and speak to the family to offer support.

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- When a child is off due to being unwell, details should be recorded.
- An outgoing calls resulting in children being sent home due to being unwell will be recorded in the absence book in the office.
- If a child is going on holiday this should be recorded in the diary or holiday sheet so we are aware of absence.
- Annual data check will ensure the centre has the most up to date contact details for parents/families.

**Created February 2018      Reviewed - Sep 24**

**To be reviewed annually**