St. Michael’s Playgroup

 Absence Policy ( children )

Upon registering a child to the setting it is made clear in the ‘Welcome pack ‘ the expectation that if a child is to be absent we should be contacted as soon as possible to inform us of when and the reason for absence eg illness, holiday, appointments.

In the event of a child not attending the session they are booked in for and no communication has been received from the parent/carer the following procedure will be followed :

* A member of staff will text the family and ask if the child will be attending
* If the parent/carer does not give a reason for absence they will be asked why the child is not attending
* All reasons for absence are recorded on the register next to the child’s name.

In the event of persistent/regular absence an Attendance monitoring sheet will be completed for the individual child to identify any patterns/trends. The families personal circumstances such as transport, illness, temporary situations will be taken into consideration when judging whether the absence is deemed to be prolonged.

In circumstances where there is no communication from the family an email will be sent out asking if the child will be returning and if there is anything the setting can do to support the family.

In the event of no communication being reciprocated by the family for 14 days the Multi agency Safeguarding Team will be contacted to share concerns of the child/family’s welfare in line with our Safeguarding policy.