



Attendance Policy

March 2024

Aim

The aim of this policy is to ensure that parents and carers have a clear understanding of their responsibility for keeping the childcare setting informed regarding the care of their child and the process that it may undertake.

Method

If your child is, or is going to be, absent from YMCA Childcare you will need to inform the setting either prior to the planned absence or on the day, informing the setting as to why they are not in and when you expect them to come back.

We record and monitor children's absences.

If your child has been absent for 3 sessions in a row and you have not informed us, we will contact you in the first instance by phone to talk to you about their absence and their expected return.

If we are unable to contact by phone we will send you a letter and ask for a reply either by phone or post.

If this has been unsuccessful we may hand deliver a letter or visit your home address to speak to you in person to find out the reasons as to why they are absent.

If your child is in receipt of 2 year funding, we will notify Suffolk County Council of your absence.

If your child is on a Child Protection Plan or a Child in Need Plan, we will notify the nominated social worker.

This policy was reviewed on:	Reviewed by:	Date for next review:
05.03.2024	A.Spence	05.03.2025
Signed on behalf of YMCA Trinity Group:	K. Streater	

