

The Community Playgroups.

Non-Attendance Policy.

Aim:

The Community Playgroups realise that regular attendance by children is very important in order that they may become confident with a regular and consistent schedule. Even for very young children, there are positive benefits to be gained from regular attendance, whatever the weekly pattern of childcare or schooling. This includes not only coming to every planned session, but also arriving on time. Children who attend every session develop a feel for the rhythm of the week, gain a sense of security from some regular elements and find it easier to build and sustain a range of social relationships.

This policy sets out the procedures to be followed if a child is absent from playgroup.

Procedure

1. parents/carers must inform the playgroup if they are planning holidays during term time so that we can record this in our register.
2. If your child is sick or cannot attend for some reason, you must call; **Ladybarn Playgroup that day to let us know on the playgroup phone number 07563 768 055.**

or

3. **St. Catherine's Playgroup on 07774 111 408.**
4. If we have not heard from you by phone, text message or class do-jo, the playgroup manager/deputy manager will contact you to establish why your child is absent. All absences will be recorded appropriately.
5. If we are concerned about the welfare of a child, we reserve the right to contact social services.
6. Fees remain payable during periods of absence, unless alternative arrangements have been agreed.
7. In the case whereby a child is in receipt of Early Years Free Entitlement the playgroup is obliged to notify Manchester City Council if they are absent for more than 2 consecutive weeks in a term unless a return date has been confirmed prior or during the 2-week period of absence.

The non-attendance policy will be reviewed annually by the Playgroup Leader.

Document last revised July 2018

To be reviewed July 2019