



Calder Valley Steiner Education

Making Time for Childhood

Child Absent from Education

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Date Ratified by management team	September 2018
Status	Ratified
Last Review Date	September 2023
Policy Number	CVSE doc 8

Introduction

This policy sets out roles and responsibility of maintaining accurate attendance records and procedure following prolonged absence

The safety of our pupils is our priority whilst they are in our care at Nursery. This policy sets out our procedures for dealing with a child's being absent from education for prolonged periods, and/or repeat occasions. This can be a vital safeguarding warning.

Staff are trained to understand the impact of persistent absence of children and the effect that absence places on their safeguarding and well-being.

See collection and failure to collect children policy for further information.

Responsibilities

It is the teacher's responsibility to ensure that all relevant staff are aware of this policy, to ensure relevant staff are aware of their responsibilities, what is expected and the procedures to follow and to ensure that the policy is reviewed on a timely basis.

It is the responsibility of all staff to read the policy and act at all times according to its guidance.

The Nursery maintains a culture that promotes the benefits of high attendance and will monitor absences and where it becomes a concern, the Nursery teacher and early years manager will address the concerns.

1. Child Absent from Education

- It is a parent's responsibility to notify the Nursery by 9am if their child is to be absent.
- Parents know they must contact the teacher.
- If a child is not in Nursery by 15 minutes after the start time, the teacher will contact the parent/s to enquire as to where the child is. 'First day calling'
- If the parent does not answer, the office will email and or text the parent with the same enquiry.
- If a child does not return to Nursery for 10 days after the unauthorised absence Calderdale Council must be informed.
- During this time the Nursery will endeavour to make enquires to the whereabouts of the child, by phone calls, text, email and a visit to the last known address.
- If a child does not attend Nursery on their first day (as agreed with parent/s) the Nursery will make enquiries to establish the child's whereabouts and notify the local authority at the earliest opportunity.
- CVSE will notify Senior Welfare Officer, Duncan Thorpe of any child missing in education.
Duncan.thorpe@calderdale.gov.uk 01422 266125

- CVSE will ensure all parents know the importance of attending the Nursery by their agreed start time
- CVSE will notify Duncan Thorpe of any child leaving the Nursery to be home educated

Staff are responsible for

- Completing Attendance Registers.
- They must be completed accurately and promptly according to guidelines.
- It is the responsibility of parents to ensure they provide correct and updated contact information on a timely basis and know the procedures for handover of their child at the beginning and end of sessions.
- If a parent takes a pupil out of Nursery during the day, they will provide information relating
- The Nursery should ensure parents are fully aware of the points at which responsibility for the care of their child passes from staff to them and vice versa.
- There are clear procedures for welcoming pupils into the Nursery.
- Pupils must be in attendance by their agreed start time for Nursery

Prepared using the following publications:

Children Missing in Education, sept 2016

Keeping Children safe in Education –DFE guidance dated September 2023

Statutory Framework for the Early Years Foundation Stage 2014

Related Policies

- CVSE Safeguarding
- CVSE Risk Assessment