



NEWCASTLE UNDER LYME SCHOOL

Childcare & Early Education Attendance Policy

This Document is published to parents and prospective parents on the School's website and is available upon request to parents and prospective parents.

1. Introduction

Newcastle-under-Lyme School is committed to ensuring every child receives the best start in life. Our childcare setting offers a safe and secure learning environment where children are nurtured to develop their skills and become ready for school. Research shows that children who attend high quality pre-school provision obtain better grades at GCSE level than those who do not ¹

As a childcare provider the School recognises the importance of monitoring attendance and will encourage families to participate in early education by ensuring that children take advantage of their free entitlement of hours wherever possible. This policy defines how the School will work with Staffordshire County Council and other organisations to improve attendance and to promote the welfare of children in early education.

2. Who the policy is for?

This policy is intended for all children in childcare and early education.

3. Aims and principles

The School, working alongside the Local Authority, aims to:

- ensure all children/parents that are eligible for free places are encouraged to take advantage of funded hours as appropriate.
- ensure all parents are supported to understand the importance of consistent routines and regular attendance for their child starting at the session time mutually agreed.

¹ https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/351496/RR354_--_Students_educational_and_development_outcomes_at_age_16.pdf

- develop and maintain effective partnerships with parents and other organisations to tackle issues which may result in inconsistent/non-attendance whilst recognising the individual needs and circumstances of children/families.
- develop positive and consistent communication between home and setting, providing guidance and support as appropriate.

4. Responsibilities/Expectations

The current Provider Agreement (2017-18) states:

17.7 Providers must maintain an up to date record of attendance for whom they provide EFF places and make it available to the Council when required along with other monitoring information. The Council shall ensure that providers are not penalized by withdrawing funding for short term absence, but it shall use its discretion in relation to recurring or extended periods of absence. If a child has been absent and not attended any amount of EFF hours over a four week period (consecutively or sporadically) with the same term, the School must contact the EFF team

The School will ensure it:

- promotes the importance of regular attendance and consistent routines with parents during the induction period from the commencement of the place.
- keeps an up to date register of attendance for all children accessing the provision. This forms part of the welfare requirements of the EYFS and is available as evidence as part of any inspection.
- encourages and supports families during the induction to agree a sensible and appropriate number of hours which meets the needs of the child/family and only increase hours towards full entitlement when the child is deemed settled and ready.
- monitors attendance and other welfare concerns and communicate directly with parents where issues arise and try to address them.
- identifies cases of sporadic or inconsistent attendance and considers involving their local family support provider who may be able to work with the family to address any issues preventing regular attendance. Sporadic and inconsistent attendance is defined as when a child is not attending provision for their set pattern of hours and the School has not been given an explanation of why. The School will use its discretion on when to discuss with parents and involve other services.
- makes parents aware during their induction that sporadic and inconsistent attendance without a reasonable explanation may lead to the withdrawal of their funded place.

- informs NEF Central services finance and their Local Support provider if a child has not attended the provision for a period of four weeks and contact cannot be made with the family. The family support provider can work with the parent to try and encourage the family to take up their free place again at some point in the future.
- recognises the individual needs and circumstances of all children/families and reasons why it may not be appropriate for a full entitlement of hours to be taken.
- follows its own Safeguarding policy and Staffordshire Safeguarding Children's Board guidance when it has concerns that a child is at risk of immediate harm or neglect.

5. Conclusion

The School has adopted the good practice guidance with regard to improving acceptance and promoting the welfare of children in early education set out in Staffordshire County Council's Childcare & Early Education Attendance Policy 2016-17.

Through having robust and agreed procedures in place to protect children in early education, we believe services can work together with parents to ensure the early signs of need are identified and support offered.

Our policy forms part of a coordinated approach across Staffordshire which will ensure that young children, under the legal age for full-time education, will be protected and supported to become School ready.

6. Local support team contact

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A Cryer
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