



Alexandra Park
Children's Learning Community
a personal learning journey together



Non-Attendance Policy

In Alexandra Park Children's Learning Community we work towards creating a high quality setting that is welcoming, safe and stimulating, and where children are able to enjoy learning and grow in confidence, as The Statutory Framework in the Early Years Foundation Stage from September 2021 mentions in its page 21.

The importance of each child attending early year's education is reinforced with our Non-Attendance policy. This policy is taken from The Statutory Framework in the Early Years Foundation Stage, page 5 which declares: "Every child deserves the best possible start in life and the support that enables them to fulfil their potential. Children develop quickly in the early years and a child's experiences between birth and age five have a major impact on their future life chances. A secure, safe and happy childhood is important in its own right. Good parenting and high quality early learning together provide the foundation children need to make the most of their abilities and talents as they grow up. The Early Years Foundation Stage (EYFS) sets the standards that all early years providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life".

Non-Attendance Procedure

- It is the responsibility of the parent/carer to notify the APCLC managers by phone or email if child will be absent for any reason e.g. illness, holiday, etc. (Especially those that are isolating during COVID-19).
- If child attends a morning or full day session parents/carers must inform us by 10:00am or 2:00pm for an afternoon session.
- If we haven't heard from parents/carers a senior member of staff (manager/room coordinator) will contact parents/carers by telephone and email. We will also keep a record of the non-attendance and our contact attempts made.
- If we have had no contact with you or are concerned about the welfare of the child our Designated Safeguarding Leads (Effie Delphinus, Karen Queeley and Edith Acosta) will contact our designated officer (DO) through the local Manchester Safeguarding Partnership based in Manchester, contact centre: 0161 234 1214.

- If we have not been notified, a member of our management team will follow and escalate our safeguarding procedures like so:

1) Call contact 1 (parent/guardian)

2) Call contact 2 (parent/guardian)

3) Call emergency contacts

4) Call the police on 101 to carry out a welfare check.

In Alexandra Park Children's Learning Community we have a legal duty to safeguard children and we take non-attendance very seriously.

Date – August 2021

Signed Manager –

Review – August 2022

Signed Director -