



Kilcreggan Early Learning and Childcare Centre



Attendance Policy



UNCRC:

Article 3: Adults must do what is best for me

Article 28: I have the right to an education

Statement of Purpose

Kilcreggan ELCC acknowledges that attendance in nursery settings is not a statutory requirement, however in order for a child to have a positive and settled nursery experience, Kilcreggan ELCC recommends regular attendance.

Consistency of Approach

Where a child is absent that day, parents/carers are requested to let the nursery know either by calling the school. If parents/carers know in advance, they can let a member of staff know.

If staff have not heard from a parent/carer about the child's absence, Kilcreggan Primary School will contact parents/carers to find out why. This is in accordance with guidelines defined in the Children Missing Education (2013) document.

Vulnerable Children

Kilcreggan ELCC, as a childcare organisation, has a duty of care to all children enrolled. While the majority of time children who are off from nursery have legitimate reasons for being so, Kilcreggan ELCC will take actions to ensure that this is the case. In addition to this, as an inclusive provider, Kilcreggan ELCC will have children who attend who are classed as vulnerable. In the case of these children, staff will follow a more extensive absence procedure. For more information about children Kilcreggan ELCC classes as vulnerable, see the image overleaf. The list should be taken only as a guide. If for any reason staff should have concerns that the child may be considered vulnerable, at that time the vulnerable child procedure should always be followed.

Kilcreggan Primary ELCC

Updated Sept 2023



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A 'Vulnerable Child' Descriptor

- A child who is on the Child Protection Register
- Is the subject of a Child Protection Investigation
- Is a Care Experienced child
- Is or in the process of being referred to the Children's Panel
- Has significant additional support needs
- Has medical issues, including mental health
- Has a history of substance misuse personally or within the family
- Has cultural issues
- Is at the centre of a custody dispute

Health and Social Care Standards

- 1.2 My human rights are protected and promoted and I experience no discrimination.
- 3.20 I am protected from harm, neglect, abuse, bullying and exploitation by people who have a clear understanding of their responsibilities.
- 3.25 I am helped to feel safe and secure in my local community.
- 5.17 My environment is secure and safe

Links to National Policy

Children missing education: statutory guidance for local authorities (2013) UK Legislation

Monitoring and Review

It is the responsibility of the Head Teacher along with the staff to monitor, evaluate and review the above arrangements and to adjust them according to need.