

Attendance Policy (including arrivals and departures)

Abington Annexe Community Childcare (AACC) staff will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

Location of Abington Annexe Community Childcare is, The Annexe, Great Abington Primary School, 68 High Street, Great Abington, Cambridge, CB21 6AE

Absences from preschool, out of school club or holiday club.

- Children's attendance is monitored through daily registers. All absences and reasons given for them are recorded.
- If a child is going to be absent from a booked session, parents or carers should notify AACC in advance. **It should not be assumed by the parent that leaving a message with the primary school is sufficient.**
- If a child is absent from preschool or holiday club, without explanation, staff will telephone the emergency contacts on the child's registration form to ascertain the reason behind this. If no contact is made, voicemail messages will be left requesting parents to contact us about their child's absence and any outcomes will be logged.
- Regular absences from the setting could be an early sign and/or symptom that a child or family may be encountering some difficulties and might need support from the relevant statutory agencies. The setting and its staff will always try to discover the causes of prolonged and unexplained absences and understands that early interventions designed to support the family are important.
- If the reasons for unexplained absences is something we can help with, we at AACC will help to provide intensive and bespoke support by putting systems in place to support the family by working alongside other services and teams/agencies.
- If a child's absence remains irregular or there are unjustified patterns of attendance then staff will make a referral to the local authority attendance service.
- At times, we may decide it is necessary to conduct a door knock to establish the safety and wellbeing of a child who is absent without explanation from a parent/carer.
- Where there are already safeguarding and welfare concerns about a child or a child protection plan is in place, poor/irregular attendance at the setting is reported to the Social Care worker without delay
- If a child is absent from Out of School Club without prior warning, staff will check to see if they attended school that day – they will not simply accept the word of other children. If the whereabouts of the child is not clear, staff will immediately ring every emergency contact on the child's registration form starting with the priority contact, until the reason for absence is known. If no contact can be made, messages will be left on voicemail requesting parents to contact us regarding their child's absence. Outcomes of phone conversations or emails will be logged. **If the whereabouts of the child cannot be confirmed, the setting will follow the Missing Child Procedure.**

Departure from preschool

- All preschool children will be handed to the parent/carer when they arrive to collect their child
- No adult other than those named on the registration form will be allowed to leave the setting

with a child.

- In the event that someone else should arrive without prior knowledge, the setting will telephone the parent/ carer immediately.
- If the child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff prior to the start of the session and be recorded by the setting. Ideally the adult nominated to collect a child must be one of those named on the registration form. Only adults, aged 16 years and over and with suitable identification, will be authorised to collect children.

Out of school club collecting from preschool

- Children leaving pre-school to attend the out of school club will be handed over by a member of staff. Out of school club staff will mark each child in on the ipal system as they arrive.

Out of school club collecting from School

- Children leave the school by the rear door.
- A member of the out of school club staff will collect class 1 children first and mark each child in on the ipal system.
- The staff member will then escort the class 1 children down to the staff member waiting on the corner of the playground and return to school to collect the older children.
- As the other children come out of school the staff member will mark each child in on the ipal system and allow them to walk down to the annexe building in groups.
- On arrival at the annexe building another member of staff will encourage them to place book bags, lunch boxes and coats on a peg.
- The room will be set up ready for the children's arrival.
- A snack and drink will be set out ready for the children to help themselves to on arrival at the setting.

Children attending out of school club from other schools:

- AACC do not hold any responsibility for children being collected from schools other than Great Abington Primary School.
- AACC must be notified of the expected time of arrival of the child.
- AACC must be notified of any expected delay in arrival of the child.
- An Arrival of Unaccompanied Children to AACC procedure form should be completed in this case, including mobile phone number of the child (if carried).
- Where available the child's mobile phone number should be recorded on the registration form for easy access.

Departure from out of school club and holiday club

- Staff will sign the children out on the ipal system when parents arrive to collect them.
- Staff will ensure that this done on time so late fees are not incurred especially for the children being collected at 4.10pm
- Parents/carers should not mark the child as having left the building; this is the responsibility of a member of staff.
- No adult other than those named on the registration form will be allowed to leave the setting with a child.
- In the event that someone else should arrive without prior knowledge, the setting will

telephone the parent/ carer immediately.

- If the child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff prior to the start of the session and be recorded by the setting. Ideally the adult nominated to collect a child must be one of those named on the registration form. Only adults, aged 16 years and over and with suitable identification, will be authorised to collect children.
- In exceptional circumstances and with prior permission from a parent/carer an older sibling in KS3 may be authorised to pick up a younger child.
- If the parent/carer or designated adult is going to be late in picking up their child they must call to inform the setting at the earliest opportunity. If the setting is not informed the Uncollected Child policy will be followed.
- Permission and arrangements for children aged eight years and over leaving the setting alone at the end of a session will be a matter for discussion between the manager and parents/carers, based on an understanding of a child's age, maturity and previous experience. Written consent for children leaving the setting alone must be submitted to the setting before such arrangements are able to commence.

Monitoring and Review:

This policy will be monitored by the administrator and the manager of AACC and will be reviewed at least annually.

ADOPTION AND ANNUAL REVIEW OF THE POLICY

This policy was adopted at a meeting of: **Abington Community Out Of School Club (GAPS).**

Print Name: RUTH BEACH

Date: 03/01/2018

Role: ADMINISTRATOR

This policy was reviewed on:	Signature and name:	This policy was amended on:	Signature and name:
		03/01/2018	R BEACH
17/02/2020	R BEACH	17/02/2020	R BEACH
25/05/2021	R Beach	25/05/2021	R Beach
		28/06/2021	R Beach
11/05/2022	R Beach		
21/04/2023	E Turner	21/04/2023	E Turner
04/11/2024	E Roper	04/11/2024	E Roper
06/06/2025	E Roper		

Abington Annexe Community Childcare (AACC)
Charity No: 1198508 Ofsted No: 2747175