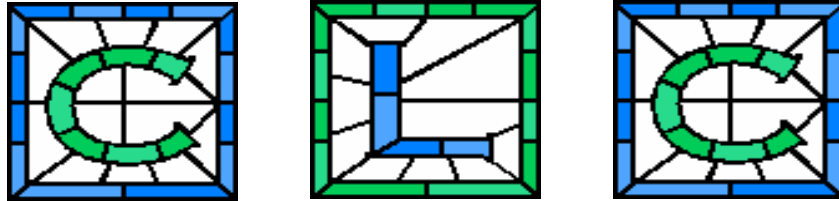


# Monkfield Park



## Care and Learning Centre

### Attendance Policy – 2019/2020

At Monkfield Park Care and Learning Centre we work in partnership with parents/carers to ensure that:

- Children are valued as individuals.
- Children feel happy, confident and secure when attending the Centre.
- Children develop confidence, independence and a positive self-image.
- Children are educated for life.

## **Monkfield Park Care and Learning Centre**

### **Attendance Policy**

If a child is going to be absent from a booked session, for whatever reason, parents/carers must inform the Care and Learning Centre by 10.00 am for a morning session and 1.00 pm for an afternoon session.

If a child is absent without explanation from a booked session (pre-school and Out of School Club sessions), Care and Learning Centre staff will attempt to make contact with the parents/carers to try to ascertain the reasons behind this on the same day.

If a child does not arrive for a booked After School Club session and the Care & Learning Centre has not been informed the Lost Child Procedure will be implemented.

Regular absences from the Care and Learning Centre 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 and non-statutory agencies.

The Care and Learning Centre and its staff will always try to discover the cause of prolonged and unexplained absences.

To retain a fee-paying place at the Care and Learning Centre, full fees are payable during any absence.

This policy has been checked to ensure that it does not have an unfair or unreasonable impact on stakeholders who have a protected characteristic (age, disability, ethnicity, race, gender, gender identity, marriage and civil partnership, pregnancy and maternity, religion and belief, sexual identity and orientation).

Policy Approved - Summer Term 2019