**OSCAR CLUB’S ATTENDANCE POLICY**

Oscar Club is committed to encouraging good attendance for all children to enable them to benefit fully from their early years funded education. We believe that regular attendance is vital for establishing good habits, effective learning and for children’s personal and social development. This policy outlines our expectations for attendance, procedures for reporting absences, and the actions we will take in cases of unexplained or prolonged absences. We are committed to ensuring the safety and well-being of all children in our care.

**AIMS**

1. For children to feel supported and valued and for them to want to attend daily.
2. For attendance to be monitored by all staff and concerns to be discussed with parents.
3. For all absences to be explained.

We expect children to attend their scheduled sessions regularly and punctually. Parents/carers are responsible for ensuring their child's attendance. If a child is unable to attend, parents/carers must notify us as soon as possible.

Reporting Absences

Parents/carers must notify the Academy of their child's absence on the day of the absence by either phoning us on 01525 376314 or emailing at [office@oscarclub.org](mailto:office@oscarclub.org).

Unexplained Absences

If a child is absent without notification, we will attempt to contact the parent/carer using the primary contact number provided. If we are unable to reach the parent/carer, we will attempt to contact the secondary emergency contact provided. All contact attempts and outcomes will be recorded in the child's attendance record. If we are unable to make contact and have concerns about the child's welfare, we will follow our safeguarding procedures.

Prolonged Absences

A prolonged absence is defined as 2 consecutive sessions of absence without a valid explanation. If a child is absent for a prolonged period, we will make repeated attempts to contact parents/carers and emergency contacts.

Illness

If your child is unwell, please keep them at home to prevent the spread of infection.

\* Please inform us of any contagious illnesses, such as chickenpox, measles, or COVID-19. \*

Children should not return to the setting until they are symptom-free or as advised by a medical professional.

Late Arrival/Early Collection

Please inform us if your child will be arriving late or collected early. Late arrivals can disrupt the learning environment, so we encourage punctuality. Only authorised persons can collect children. Please inform us of any changes to collection arrangements.

Late Collection - It is important that you arrive on time to collect your child. If for any reason you are unable to, please arrange for a family member or friend to collect your child and inform the school. In the unlikely event that you are unable to make alternative arrangements, you will incur a charge for late collection.

Safeguarding

Staff are trained to identify and respond to safeguarding concerns. Any concerns about a child's welfare will be reported to the designated safeguarding lead. We will follow our safeguarding procedures and work with relevant authorities as necessary.

Signed on behalf of the Voluntary Management Committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_