



Attendance Policy

Date updated: October 2024

Date of next review: October 2025

At Wacky Woods Alternative Provision, we are committed to ensuring the safety, well-being, and educational progress of all children in our care. Regular attendance is vital for children to fully benefit from the provision. This policy outlines the procedure to follow when a child does not attend their scheduled session.

Reporting Absences

Parents/carers are expected to inform Wacky Woods as soon as possible if their child is unable to attend a booked session. This can be done via phone call or email before the session starts.

Non-Attendance Procedure

If a child does not arrive for a scheduled session and no prior notification has been given, we will take the following steps:

1. **Initial Contact with Parent/Carer**
 - A staff member will attempt to call the parent/carer to check in and establish the reason for the absence.
 - If contact is made, the reason for the absence will be recorded, and no further action is needed.
2. **Informing the School**
 - If the child is dual-registered with a school, we will inform the school of the child's absence and the reason provided by the parent/carer.
3. **Failure to Contact Parent/Carer**
 - If we are unable to reach the parent/carer, we will contact the child's school to inform them of the non-attendance and our unsuccessful attempts to reach the parent/carer.

- The school will then take any necessary follow-up action in accordance with their attendance and safeguarding procedures.

Persistent Non-Attendance

- Regular absences without valid reasons may result in a meeting with the parent/carer and school to discuss attendance concerns.
- If a child's attendance becomes a safeguarding concern, Wacky Woods will follow its **Safeguarding Policy** and report concerns to the appropriate authorities.

Review and Monitoring

This policy will be reviewed annually to ensure it remains effective and in line with best practices for safeguarding and attendance monitoring.