

Attendance Policy

Free Entitlement Places

If we have claimed the free entitlement for a child who does not attend on the first day we contact the parent/carer to ask if the child will still be taking up the place. We will find out the date they intend to start instead, if at all, and then make the appropriate adjustment on the claim form later in the term.

If however the parent/carer keeps giving us a start date (or you are unable to contact them) and they do not show up by the end of the second week, we are required write to the parent/carer to inform them that their free entitlement place has been withdrawn. We must add this child to the adjustment form.

If a support worker is in place a provider should take the following steps where a child has unreported absence:

1. Contact the parent/carer by telephone on the first/second day of an un-notified absence.
2. Ask the parent/carer for the child's expected return date.
3. If there is no response to your telephone call please keep trying to make contact at regular intervals.
4. If there is still no response contact the support worker involved with the family i.e. the Social Worker, Early Intervention Officer etc. to inform them of the child's absence. The support worker may be aware of the reason the child is absent and should work with the setting to re-engage the child and to ascertain an expected return date.
5. If the child still does not return on the expected date, follow up with another telephone call and inform the support worker that the child has still not returned.
6. Work with the support worker to try and re-engage the child again.
7. If the child still does not return you should agree with the support worker what the funding end date should be. This is to give them any additional time they need to try and re-engage the family. Once the date has been agreed, you should send a letter to the family to inform them that the free entitlement place has been withdrawn. You must add this child to the adjustment form.
8. If the child does return the parent/carer should be advised that any further absences may result in the funding being withdrawn. Please keep monitoring attendance and contact the support work if the absence continues or the attendance remains low.
9. NB. If you are aware that the child's place was brokered via the 2 Year Old Early Learning Officer please contact her and follow the steps above.

If no support worker is in place a provider should take the following steps:

10. Contact Early Help Hounslow (EHH) to check if the child is involved with any service that you might be unaware of.
11. If you find out that the child is involved with a service contact their support worker and discuss their attendance and follow the steps above.
12. If there is no support worker contact the parent/carer by telephone on the first/second day of an un-notified absence.
13. If there is no response to your telephone call keep trying to make contact at regular intervals.
14. If there is still no response please contact the Early Years Entitlement Officer to discuss the funding end date.

15. You will then need to write to the parent/carer to advise them on the funding end date.
16. You must add this child to the adjustment form.
17. If there is a response to your telephone call ask the parent/carer the child's expected return date.
18. If the child does return the parent/carer should be advised that any further absences may result in the free entitlement place being withdrawn. Please keep monitoring attendance and if it continues to be poor, send a letter to the family to advise them that the free entitlement place will be withdrawn if they do not attend regularly. (The Early Years and Childcare Service can send a letter on your behalf, if you would prefer this then please contact the Early Years Entitlement Officer).
19. If absence continues please contact the Early Years Entitlement Officer to discuss the funding end date.
20. You will then need to write to the parent/carer to advise them on the free entitlement place end date.
21. You must add this child to the adjustment form.

If funding is withdrawn how much notice period will I be paid?

You will be paid for a 2 week notice period from when a decision has been made to withdraw the entitlement.

What is an acceptable number of weeks a child may take a holiday and still receive the entitlement?

Non stretched offer - It is acceptable for a child to take up to a 2 week holiday period in one block per term if a child is attending term time only (6 weeks per year in total) and still receive the entitlement.

If a family on a non stretched offer informs you they intend to be away for longer than 2 weeks please ring the Early Education Entitlement Officer for further advice.

Stretched offer – the child will still receive a 6 week holiday period each year but it is acceptable for a provider to offer the family flexibility on how many weeks the family can take as a holiday period each term.

If a family asks you for additional holiday periods over and above their full year entitlement of 6 weeks then please ring the Early Education Entitlement Officer for further advice.

Early Help Hounslow: 020 8583 6600

Early Years Entitlement Officer: 020 8583 2664 or parmjit.ghoray@hounslow.gov.uk

2 Year Old Early Learning Officer: 020 8583 2635 or nicola.west@hounslow.gov.uk