



Child Absence Procedure

- We ask that a family let us know if they know their child is going to be absent in advance or on the morning of the day by email, telephone on 01273 232308 or by updating Family.
- If a team member is told of an absence by a family they must ask the family to update via Family.
- If a child is absent, a Director, the Deputy Manager or key worker, may call the family to investigate if they are coming that day or not.
- Every 6 months, the DSL and DDSL will check absences for patterns.
- If a family is presenting with a pattern of absences then the Designated Safeguarding Lead (Laura Bryson) will investigate further, contacting parents if and when necessary. If a child receives EYFE and has absences occurring for 3 consecutive weeks. The Financial Director (Anna Olley) will contact the family to advise of Brighton and Hove's terms and conditions for funding requirements.