

3.2 Child Attendance

Policy Statement

Regular attendance is important for children's development and well-being in their early years. 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.

Procedures

Expectations for Attendance

We expect children to attend their scheduled sessions regularly and punctually. Parents/Carers are responsible 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 Feltwell Playgroup of their child's absence on the day of the absence. Absences can be reported by telephone or text message: 07582371984 or via email: playgroup.feltwell@gmail.com. When reporting an absence, please provide the child's full name, reason for absence (e.g. illness, appointment) and the expected duration of the absence.

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. 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 3 consecutive sessions of absence without a valid explanation. If a child is absent for a prolonged period, we will:

- Make repeated attempts to contact parent/carers and emergency contacts
- Send a written communication (e.g. email or letter) to the parent/carer
- Consult with our safeguarding lead if there are concerns about the child's welfare. In cases of prolonged absence (on average 3 consecutive sessions, however we would use our professional judgment to assess each individual case), known vulnerabilities such as families working with Early Help, those with child protection plans or children receiving EYPP, parents are uncontactable, fail to return calls or provide evasive, contradictory or constantly shifting explanations for why a child is not attending, a sudden change from previously consistent attendance to sporadic or non-existing attendance), the DSL will follow guidelines detailed in our Safeguarding Policy.

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, conjunctivitis (please see illness information at the end of the document).

Children should not return to the setting until they are symptom-free and no longer needing medication such as Calpol and Ibuprofen.

Late Arrival, Early Collection, Late Collection

Please refer to our ‘Arrival & Collection of Children’ policy for details.

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.

This policy was adopted by	Feltwell Playgroup
On	12.11.2025
Date to be reviewed	(on or before) 13.02.2027
Signed on behalf of the provider	J.I.
Name of signatory	Jonathan Irving
Role of signatory (e.g. chair, director or owner)	Committee Chairperson

Feltwell Playgroup's Policy on Communicable Diseases

	EXCLUSIONS/RESTRICTIONS	NOTES
Antibiotics	If your child needs to take any antibiotics, please keep them at home for the first 48 hours.	
Athletes foot	None, but socks must be worn	Dry between toes after bathing. Apply fungicidal powder.
Chicken pox	Exclusion for at least 5 days after spots first appear or until spots become dry	Infection confers long immunity. Second attacks are rare.
Cold sores	None	Good personal hygiene can minimise transfer of infectious material.
Conjunctivitis "Pink eye"	Exclusion until eye no longer inflamed or 'runny' - medical treatment and / or advice should be sought	Very infectious while eye is inflamed - good personal hygiene can minimise infection transfer.
Covid-19	If your child has COVID-19, please inform Playgroup that your child is absent due to COVID-19 symptoms and keep them at home until they are well enough to return.	
Gastroenteritis (Diarrhoea & / or vomiting)	<u>Exclusion until 48 hours after the last symptoms have stopped.</u>	
Glandular fever	Exclusion until clinically well	Particularly infectious during period of acute illness but sometimes longer.
Hand foot & mouth	Exclusion until child feels well enough to return without needing any medicine (including Calpol, Ibuprofen etc)	Good lavatory hygiene important for 2 months after illness.
Head lice	If eggs are found, exclusion for 24 hours and treatment must be started. If lice are found, 48 hours exclusion. Child cannot return until all eggs and	Treatment and combing with a lice comb recommended for all members of the family. It is recommended that bedding, towels, hats etc from all family members are hot washed to avoid further spreading.
Hepatitis A "Yellow Jaundice"	Exclusion until 1 week after jaundice appears plus clinically well	Scrupulous hand washing after lavatory use and regular cleaning of WC's will help prevent spread. Your local HPT will advise on control measures
Hepatitis B, C, HIV	None	Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact. Contact your local HPT for more advice
Influenza "Flu"	Exclusion until well enough to return without needing any medicine (including Calpol, Ibuprofen etc)	Immunisation available for certain vulnerable groups e.g. asthma/diabetes/heart or kidney disease.
Impetigo	Exclusion for 48 hours after antibiotic treatment commences & lesions should be covered	Medical treatment, covering lesions and personal hygiene are important.

Please note that our policy on exclusions may differ from advice given by your GP. If we feel that your child is not well enough to be in the setting, or that they may be a health risk to others attending you will be asked to take them home.



Feltwell Playgroup's Policy on Communicable Diseases continued

	EXCLUSIONS/RESTRICTIONS	NOTES
Measles	Exclusion for 5 days after rash appears and until well	Unimmunised persons can usually be vaccinated successfully if within 3 days of contact.
Meningitis & Meningococcal Disease	Until recovered	Advice should be sought at an early stage from the local HPU.
Mumps	Exclusion until swelling has subsided	Preventable by vaccination with 2 doses of MMR.
Ringworm	Exclusion until treatment has started	Pets and farm animals may be a source of infection.
Rubella "German Measles"	Exclusion for 7 days after onset of rash	Preventable by vaccination with 2 doses of MMR.
Scabies	Exclusion until 24 hours after treatment starts	The mites make tiny burrows in the skin which itch intensely, especially at night. Household and close contacts require treatment at the same time.
Scarlet fever & Scarletina	Exclusion until 48 hours after start of antibiotic treatment	A person is infectious for 2-3 weeks if antibiotics are not administered
Slapped face disease "Fifth disease"	Exclusion until clinically well	"Slapped face" appearance on cheeks followed a day or so later by a lace like rash on body.
Threadworms	Infectious until treatment. Exclusion until treatment started.	Good hygiene and adequate treatment are essential. Eggs can be transferred to mouth on fingers if the anus is scratched. Treatment recommended for child and household.
Tonsillitis	Until recovered and well enough to return without needing any medicine (including Calpol, Ibuprofen etc). If your child is given antibiotics, please refer to our antibiotics guideline above.	There are many causes, but most cases are due to viruses and do not need an antibiotic treatment.
Tuberculosis (TB)	Always consult your local HPT BEFORE disseminating information to staff/parents/carers	Only pulmonary (lung) TB is infectious to others. Needs close, prolonged contact to spread.
Verrucae and warts	Infectious while lesions are visible. No exclusion but socks must be worn.	Usually disappear spontaneously. If pain on walking medical advice should be sought.
Whooping Cough	Exclusion for 3 weeks from onset. If treated with antibiotics, child can return after 5 days but only if well	If outbreak occurs, under 5's should not be admitted unless known to be immunised. Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Your local HPT will organise any contact tracing.

Please note that children who have been given medicine like Calpol, Ibuprofen, cough medicine etc should not attend Playgroup.

If your child is not well enough to attend without this kind of medication, please do not send them in.

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