



Early Education Funding Attendance Policy

Statement of intent

Here at Farthing Wood, our aim is to give children the best possible start in life. To do this we strive to work closely with parents/carers to ensure we deliver Early Education to a high standard, providing well planned and challenging activities to help children progress and achieve the Early Learning Goals (set out within the EYFS Framework).

Aim

At Farthing Wood we will make every attempt to ensure all eligible children attend all sessions that funding is being received, taking into account occasional sickness or holiday absence.

Management will monitor attendance for all children in receipt of 2, 3, 4 Year old EEF on a weekly basis. This helps us to ensure all children receive a beneficial level of Early Education to aid them fulfilling the Early Learning Goals.

Procedure

We have a procedure in place for any such cases of non attendance or erratic attendances. If it becomes apparent during weekly monitoring checks that a child is not attending all of their requested EEF sessions, the following procedure will be followed.

- ~ Erratic/non attendance for 2 weeks
Management to have an informal discussion with the child's parent/carer to see if there are any problems which are preventing full attendance

- ~ Erratic attendance for a further 2 weeks (4 week in total)
Request a formal meeting with parents/carers to discuss the implications of attendance levels on the child's progress and place availability. A reduction of sessions may be offered as a solution.

- ~ Non attendance for a further 2 weeks (4 week in total)
If no contact or resolution can be established we will take this in lieu as your 4 weeks notice period.

- ~ Erratic attendance beyond 4 weeks
Management will pass on all relevant information to Calderdale CIS for them to investigate further. Parents/carers may be liable for any missed funding costs.

Changes to Funded hours/sessions are required 28 days in advance in writing please