

**CAVERSHAM PRIMARY
SCHOOL**



**Caversham Primary School
Extended School Club**

Attendance/Sickness Policy

Reviewed June 2016
To be reviewed June 2018

CAVERSHAM PRIMARY SCHOOL

EXTENDED SCHOOL CLUB

ATTENDANCE/SICKNESS POLICY

AIMS

To ensure that pupils attend the club when places has been booked.

To ensure that good notice is given if the need for a place changes.

To ensure that pupils are collected from the club safely and on time at the end of the session.

GUIDANCE FOR CONCERNS ABOUT ATTENDANCE

- Parents will inform the school by telephone if their child is going to be absent for the After School Club session.
- Attendance is not statutory and therefore as long as the absence is reported appropriately no further action is required by the school.

GUIDANCE FOR CONCERNS ABOUT LATENESS ATTENDANCE

- Parents have a duty to collect their child/ren on time at the end of each session. It is very distressing for a child to be left after the other children have gone.
- If a parent is unable to collect their child/ren, they must inform the Club about the person who will be collecting the child/ren.
- If a delay is unavoidable, parents are requested to inform the school by telephone if they are going to be late collecting their child.
- Children who are late being collected will be kept in the club by staff and a late penalty will be charged - £10 per 15 mins. If the child has not been collected by 6.30pm and the parents have not made alternative arrangements, the staff will phone social services.
- The school will levy a charge of £10 per 15 minutes late.

- When the Supervisor is aware of regular lateness by the same parent, they should endeavour to discuss this with the parent
- The supervisor will discuss with the Headteacher (or Deputy in her absence) any regular lateness they are concerned about.
- If there is no improvement a letter will be sent home formally alerting the parents to the school's concerns. If the situation is not resolved, the place will be withdrawn and offered to another child on the waiting list.

GUIDANCE FOR SICK CHILDREN

- If a child is too ill to attend school, they should not be brought to the After School Club.
- On the first day of absence due to sickness the parent should leave a message on the school sickness voice mail, prior to the start of the session.
- If a child becomes ill during the After School Club Session, the parents or an alternative emergency contact will be informed so the child can be collected. No refund will be available for a part-session missed.
- If a child has an infectious illness, they should not attend the After School Club until they are fully recovered.
- No refund will be given for sessions missed due to child sickness