



# Graitney Club



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Policy reviewed by: Charmaine Southall  
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## Non-attendance and non-collection Policy

If a child attends the setting in the afternoon it is expected all parents will inform the Graitney Club if their child will not be attending for whatever reason.

This can be by person, email, letter or phone.

If a child is sick it is expected the School will pass on this information.

If a child is absent from the setting with no reason, this will be followed up by a staff member of the Graitney Club. The first point of contact would be the School to check their attendance that day. If they were at School but have still not arrived at the setting, the staff member would institute the missing child procedure (See Missing Child Policy).

If a child is absent from the morning session it is expected the School will follow this through if they also do not attend School. We expect all children to be dropped off by a responsible person and therefore if they are not in attendance in the morning it is assumed it is due to other commitments or illness.

If a child misses a session because of illness or attendance at an appointment, special event etc, the fee will still need to be paid.

We will not allow a child to leave the setting by themselves. They must be collected by a responsible person, with permission from the parent/carer.

### Non-collection

If a child is not collected from the afternoon session by 6PM and there has not been any contact from the parent/carer to inform a member of staff they will be late, a member of staff is required to try and make contact with one of the emergency contact numbers. Two members of staff will remain at the setting until the child has been collected from the setting. A late collection fee will be invoiced to the parent/carer.

If there is no contact from the emergency contact numbers on the child's records, a member of the Senior Leadership Team at Crawley Ridge Junior School will be informed. If no contact or collection has been made after half an hour (6:30 PM) the Surrey Safeguarding Board will be contacted and inform the duty Social Worker of a non-collection. The member of staff will then be advised by the Social Worker of the next course of action to be taken.