

**ST. STEPHEN'S JUNIOR SCHOOL
EXTENDED SCHOOL CLUBS**

ATTENDANCE POLICY

Attendance

A register will be taken at the start of each session to account for all children with a place booked in the Breakfast Club and After School Club.

Parents are encouraged to telephone the Extended Schools Club Co-ordinator if the child will not be attending.

If a child should attend either Club with no previous notification, every effort will be made to accommodate the child providing there is space available. If there is no space available and to accept the child would create a Health and Safety issue, parents will be contacted to request that they collect their child.

All parents will be expected to collect their child from the After School Club and sign them out every day. Parents unable to collect their child will need to nominate a responsible person to collect on their behalf and the agreed password will need to be given.

It is the responsibility of the governing body or delegated staff to agree, review and monitor the attendance policy as and when necessary.

August 2015