



## HIGH NEEDS BASE PANEL ATTENDANCE PROTOCOL

Children who attend High Needs Base will have their attendance monitored by setting staff and senior leaders, following setting policies and procedures for attendance and there is specific early years guidance here [attendance-guidance-for-early-years-foundation-stage](#)

During High Needs Base monitoring sessions led by our senior hub coordinator individual children's attendance will be discussed as part of their monitoring and recorded as part of their chronology update

Where changes in attendance are noted or consistently low patterns of attendance are recorded, the senior hub coordinator will discuss this with the High Needs Base lead or the SENCO. The setting may be supported by:

- The senior hub coordinator joining an attendance meeting
- Phone calls to family
- Discussion about home/hospital learning opportunities
- Discussion about contact visits to home or hospital
- Supporting staff to understand wider family needs

### **During High Needs Base panel updates each child's attendance is considered as part of the discussion:**

- Poor attendance due to ill health would not be a reason to remove the offer of a place, however further discussion and plans would be made to support the setting and family further according to individual needs. Where long term non-attendance is anticipated, for example, due to a child's hospital admission, the place may be offered to another child. If the child returns inclusion fund could be used to support the additional place in agreement with the Head teacher or Leadership Team.
- Where difficulties are arising due to travel to the setting being a barrier, the senior hub coordinator with parental permission could liaise with Bolton's transport team to clarify the families' options. Where an appeal is required, the family would be signposted to Bolton Independent Advisory Service for support.
- If poor attendance indicated that parents were no longer wanting their child to attend the High Needs Base and this was evidenced in correspondence between the HNB Lead and parent/carer, the panel would direct senior hub coordinator to talk to the family to establish/confirm parent's preferences.
- Children would only be allocated a place in a HNB if they have a high level of needs for this reason all reasonable endeavours should be made to support a family in accessing a child's placement in a High Needs Base.