

## **Leeds Weekend Care Association ATTENDANCE POLICY**

We are committed to ensuring that every child is given the appropriate level of supervision at Weekenders Club. This means that the staffing is adjusted each week to be accurate, safe, and meet those needs. When children and young people do not come to their sessions without notifying us, this results in over-staffing and is a waste of valuable resources and funds.

It is expected that children will attend all their allocated sessions, and this is stated in the LWCA/Parent-Carer Contract. It is recognised, however, that there are events and circumstances which may prevent them from coming.

### **Non-attendance**

You have been given all the dates for your child's sessions for the year. If you are not planning on bringing your child/ren to any of their booked session, then you are required to contact the Senior Play Leader as soon as possible in advance of the session they are expected at on 07962 871 769.

- Parents/carers are requested to let us know in advance if there are any other planned short breaks, such as a residential, Rainbow House, People Matters etc. which clash with Weekenders Club.
- Parents/carers must let us know if there are any holidays or other commitments planned which fall on Weekenders Club days.
- Where a child has been off school due to sickness and it is expected they won't be able to attend their Saturday session, parents/carers are asked to give as much notice as possible.
- If a child is ill on the day the parent/carer should let us know as soon as a decision has been made not to bring him/her.

A missed session where there has been no communication, will be followed up by a phone call and an email for an explanation. If two sessions are missed consecutively, you will receive an email explaining that if the 3<sup>rd</sup> session is missed, the place will be withdrawn.

**All sessions are chargeable whether the young person attends or not.**

**Replacement sessions will no longer be given unless there are exceptional circumstances, and only at management discretion.**

### **Attendance Record**

Where a child has less than 75% attendance in a 12-month period (i.e. Less than 9 sessions out of 12) **WHICH IS THREE SESSIONS** then we may need to review the place and consider whether the place should be withdrawn. This is to ensure the scheme runs at maximum capacity where possible and to offer support for families who are on our waiting list.

### **Arrival and Collection Times**

It is expected that parents/carers will bring their child on time and collect them on time at the end of the session, as per the LWCA/Parent-Carer contract.

### **Extra Sessions**

We are striving to operate at maximum capacity. This means that we may have some spare places in another group, due to advance cancellations. It will most often be with limited notice. Extra sessions will need to be paid for on or before the day of the session being used, preferably by Bacs transfer. If you would like to be contacted and invited to an extra session, please get in touch with the Senior Play Leader.

### **Contact**

Chantelle Pearce Senior Play Leader  
Mobile: 07962 871 769  
Email: [Chantelle.pearce@lwca.co.uk](mailto:Chantelle.pearce@lwca.co.uk)

### ***Policy version information***

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