

# Short term closures and child absences

## Unfunded week and inset days

The early years entitlement funding is calculated on 38 weeks per year (term time), one week of the year is unfunded to take account of the five inset days schools close for staff training throughout the year.

Refer to the funding calendar to view Derbyshire term time dates including the date of the unfunded week.

Providers opening on inset days can offer these as funded sessions and charge parents for the unfunded week. Or, they can charge for the inset day and offer funded sessions during the unfunded week.

## Short term closures

Providers will not be penalised for short term closures of a setting, where it is outside of their control. For example, bank holidays, strike action, local or national elections or damage to the premises. Providers are encouraged to offer alternative sessions to funded children during the same term if available.

## Unforeseen closures

Providers must notify the Early Years Finance Team of any closures more than two days at any one time, and the reason for the closure.

Providers should offer alternative sessions to funded children during the same term. If alternative sessions are unavailable, the local authority will inform the provider if funding will be reclaimed for the closure.

Wherever possible providers should discuss and agree suitable alternative sessions which meet the needs of the child and their family.

## Child absences

Providers should keep records of the dates and reasons for children's absences for safeguarding and funding purposes.

Providers will not be penalised for children's absences if a record of the absence has been completed and signed by the child's parent.

Providers should follow up absences of funded children, referring to local safeguarding procedures as necessary, and retain records of attempts to contact parents during periods of absence.

Providers should monitor children's attendance and absences to identify patterns of missed sessions each term. Providers should discuss identified patterns of missed sessions with parents to determine the reasons, retaining records of the discussion outcome and amending funding claims as necessary.

Providers must notify the Early Years Finance Team of a child's absence of four weeks or more and the reason for the absence. The local authority will inform the provider if funding can be claimed for the period or if the funded place should be withdrawn.

### Need more support?

Can't find what you need in our guidance materials?

Then please contact the Early Years Finance Team who will be happy to help:

[CS.enquiries.childminders@derbyshire.gov.uk](mailto:CS.enquiries.childminders@derbyshire.gov.uk)

[CS.enquiries.groupcare@derbyshire.gov.uk](mailto:CS.enquiries.groupcare@derbyshire.gov.uk)

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**Please include your Ofsted registration number, name, and contact details.**