

ATC POLICY ON A CHILD NOT ARRIVING AT ATC

The register is taken every day to check children arrive at Atc.

If a child does not arrive at Atc we will firstly check with the office to see if the child was off school that day.

If they were in school, we will check with the school teacher to see if they know where they are or who they went home with.

We will check with the office if there are any after school activities running and see if they are there.

If we cannot locate the child, we will then contact the parent/carer.

If the child does not attend and we have not been notified we will issue a £10 fine for non-notification.