



Attendance Policy

While attendance in early years settings is not statutory, we encourage regular attendance to ensure children gain the most benefit from their time here. If a child was expected and not brought by parents, we must consider that the absence may be linked to safeguarding reasons – for example, a parent has had an accident or died at home, or a child has an injury which parents are hiding from us. The requirement to monitor children's attendance is also linked to female genital mutilation (FGM) and the Prevent Duty.

Absences will be followed up in a timely manner- this includes if a child is absent for a prolonged period of time and / or if a child is absent without notification from parents. If a child is absent, we will make every effort to contact their parents or emergency contacts. We hold a minimum of 2 emergency contacts for the child in addition to parents to help us comply with this requirement. However, if parents cannot provide 2 additional emergency contacts, we will contact children's social care in an emergency.

When making a decision about when to decide if an absence is prolonged, we are required to consider patterns and trends in the child's absences, the child's personal circumstances, the child's vulnerability and parent or carer's vulnerability and home life. If we are concerned about a child's absence and parents / carers or the child's emergency contacts are not available, we will follow our Safeguarding Procedures and speak to local children's social care services and / or the police to request a welfare check.

Contact details

Local safeguarding partners contact (C-SPA) – 0300 4709 100

Out of hours in an emergency – 01483 517898

Note – if the child's family live out of area, I will also record the contact details for their social care services.