

Green Lane Nursery and Childcare Centre Attendance Policy

This policy was adopted by Green Lane Nursery and Childcare Centre on:	25/09/25
Signed on behalf of the nursery:	<i>Iain Brown</i>
Name of signatory:	IAIN BROWN
Role of signatory:	CHAIR
Date policy will next be reviewed:	25/09/28

Aim

Green Lane Nursery and Childcare Centre are committed to ensuring the safety, wellbeing, and consistent development of every child. Regular attendance is vital for children to fully benefit from the experiences we offer. In a small minority of cases, good attendance may also lead to early identification of more serious concerns for a child or family.

This policy outlines the expectations and procedures surrounding child absence from the setting.

Scope

There are several reasons why a child may be absent from a setting. In most cases it is reasonable to expect that parents/carers inform the setting as soon as possible, or in the case of appointments and holidays give adequate notice. The attendance policy is shared with parents and carers, and they are advised that they should contact the setting within one hour of the time the child would have been expected to arrive. Designated Safeguarding Leads (DSL's) must also adhere to Local Safeguarding Partnership (LSP) requirements, procedures and contact protocols for children who are absent or missing from the provision.

- If a child who normally attends fails to arrive and no contact has been received from their parents/carers, or if the child is absent for a prolonged period of time, the Room Lead takes immediate action to contact them to seek an explanation for the absence and be assured that the child is safe and well.
- Attempts to contact the child's parents/carers or other named carers continue throughout the day on the first day of absence.
- If no contact is made with the parents/carers and there is no means to verify the reason for the child's absence i.e. through a named contact on the child's registration form, this is recorded as an unexplained absence on the child's personal file and Family and is followed up by the Designated Safeguarding Lead (DSL) each day until contact is made.

- At least two emergency contacts must be specified at enrolment.
- If contact has not been made, and we have any reason for concern about a child's wellbeing and welfare, Children's Services will be contacted for advice about making a referral. Other relevant services may be contacted as per LSP procedures.
- All absences are recorded on the child's personal file and on Family with the reason given for the absence, the expected duration and any follow up action taken or required with timescales.
- Absence records will be monitored to identify patterns and trends in children's attendance. An understanding of the child's and family's individual circumstances will inform the setting's judgement in determining what constitutes a 'prolonged period of absence'.
- Absence records are retained for at least three years, or until the next Ofsted inspection following a cohort of children moving on to school.

If at any time further information becomes known that gives cause for concern, the Safeguarding and Child Protection Policy must be followed immediately.

Safeguarding Vulnerable Children

- The Designated Safeguarding Lead (DSL) or key person attempts to contact the parents/carers to establish why the child is absent. If contact is made and a valid reason given, the information is recorded in the child's file and on Family.
- Any relevant professionals involved with the child are informed, e.g. social worker/family support worker.
- If contact is made and the Designated Safeguarding Lead (DSL) is concerned that the child is at risk, the relevant professionals are contacted immediately. The events, conversation and follow-up actions are recorded. If contact cannot be made, the designated person contacts the relevant professionals and informs them of the situation.
- If the child has current involvement with Social Care, the social worker is notified on the day of the unexplained absence.

If at any time information becomes known that gives cause for concern, the Safeguarding and Child Protection Policy must be followed immediately.

Safeguarding

- If a child misses three consecutive sessions and it has not been possible to make contact, the Designated Safeguarding Lead (DSL) calls Social Care and makes a referral if advised. Contact with Social Care may be made sooner if there are concerns for a child's wellbeing or welfare.
- If there is any cause for concern i.e. the child has a child protection plan in place or there have been previous safeguarding and welfare concerns, the Designated Safeguarding Lead (DSL) attempts to contact the child's

parent/carer immediately. If no contact is made, the child's absence is logged on a Safeguarding Incident Report form, and Social Care are contacted immediately, and safeguarding procedures are followed.

Poor/Irregular Attendance

Whilst attendance at an early years setting is not mandatory, regular poor attendance may be indicative of safeguarding and welfare concerns that should be followed up.

- In the first instance the Room Lead should discuss a child's attendance with their parents/carers to ascertain any potential barriers i.e. transport, working patterns etc and should work with the parents/carers to offer support where possible.
- If poor attendance continues and strategies to support are not having an impact, the Setting Manager must review the situation and decide if a referral to a multi-agency team is appropriate.
- Where there are already safeguarding and welfare concerns about a child or a child protection plan is in place, poor/irregular attendance at the setting will be reported to the Social Care worker without delay.

In the case of funded children, the local authority may use their discretion, where absence is recurring or for extended periods, considering the reason for the absence and impact on the setting. The Setting Manager is aware of the local authority policy on reclaiming refunds when a child is absent from a setting.