**Attendance policy**

As a preschool we monitor attendance this helps supports

keeping children safe, promotes their wellbeing and ensures they do not miss out on learning and development opportunities.

In a small minority of cases, good attendance practice may also lead to the earlier identification of more serious concerns for a child or family and may have a vital part to play in keeping a child or other family members safe from harm. As a Preschool

• We have an attendance policy and share it with parents and/or carers.

• Our attendance policy must include expectations for reporting child absences and the actions you will take if a child is absent without notification or for a prolonged period.

• Promote good attendance when a child is accessing a place.

• Is aware of potential safeguarding issues surrounding non-attendance and reduced attendance as well as the impact on a child’s learning and development.

• we record the attendance of children on a daily register. We record the actual time of arrival and departure.

We record reasons for absence on the back of the register, if not already been informed we contact parents within one hour of absence.

If the reason for a child’s absence is unknown, and/or is for a prolonged period. Preschool will follow up on absences in a timely manner and attempts will be made to contact the child’s parents and/or carers and alternative emergency contacts. Where possible preschool should hold more than 2 emergency contact numbers for each child.

• Every effort will be used to contact including phone calls, e-mail/ text message.

• we will observe patterns and trends in a child’s absences and their personal circumstances and use our professional judgement when deciding if their absence should be considered as prolonged.

• We will make parents aware of the importance of their child’s attendance and how they should inform preschool if their child will not be attending.

• preschool will make parents aware that their child’s absence which will be recorded and the steps taken if their child does not attend.

• Preschool record when and what steps they have taken when a child is absent in line with safeguarding procedures.

• As a preschool if we have any concerns we will refer to Bradford Children’s Services Integrated Front Door – practitioner advice and referral contact number 01274 433999 and /or a police check requested, as a provider we will seek advice from the Family Hub where the child lives.

• If contact is not made providers must have regard to the safeguarding of young, vulnerable children and should act appropriately when no reasonable explanation can be obtained from parents about a child’s absence. The provider should seek advice initially from the Family Hub covering the area where the child lives Family Hub

• If you have had no contact with the parent or explanation from other partners for the absence you must follow your safeguarding procedures.