

# Attendance



It is important that our records of children's attendance are accurately kept and regularly monitored to ensure that we can identify any potential problems and look for patterns. All managers and staff are alert to signs that children who are missing might be at risk of abuse or neglect, and appropriate action is taken when children stop attending.

We are aware that attendance is not statutory, but that non-attendance could be an indicator of other concerns. We are particularly aware of the need to monitor groups such as children who are in receipt of two-year-old funding, those for whom we receive **Early Years Pupil Premium**, and children with **SEND** as these groups are considered to be more vulnerable.

## Principles

**Regular Attendance:** Families are encouraged to maintain regular attendance to support children's development and routine.

**Absence Notification:** Parents/carers must inform the setting of any planned or unplanned absences as soon as possible.

**Monitoring:** Attendance is monitored regularly. Patterns of absence may be discussed with parents and, if necessary, referred to relevant agencies.

Children should be on time, every day the setting is open, unless the reason for the absence is unavoidable. Permitting absence from a place without a good reason must be acted upon by the setting.

Children should arrive at the setting no later than **09.15am** for morning sessions or **12.30pm** for afternoon registration. Notes are recorded on **Family** as to the reason for the late arrival. If a child is reluctant to attend the setting, communication between parent/carers and staff is encouraged. For children and young people attending our holiday sessions arrive no later than **9.30am** for morning session or **1.30pm** for the afternoon session (**Superstars**). For **sibling** sessions, it will be acted upon **20 minutes** after designated drop off time for that session and **10.30am** for **Allstars**.

Parents/carers are expected to contact the setting at an early stage and to work with the staff in resolving any problems together. If difficulties cannot be sorted out in this way, the setting may refer the child to the Children Services.

It is the parents'/ carers' responsibility to contact the setting either by telephone or in writing via email or the family app whenever the child or young person is absent.

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## Procedure

If absence is a persistent problem (15% or more) a meeting will be arranged at the setting with the parent/carer, **U5's Manager/DSL** and **Head of Care/DSL**.

If a child is frequently absent or stops attending without explanation, staff remain vigilant to the potential risk of abuse or neglect. In such cases, the DSL will inform the Single Point of Advice (SPoA), which will investigate and coordinate with external agencies.

## Emergency Contacts

Parents must provide **at least two emergency contacts** to ensure safe collection and communication during absences.

## Inactive Attendance Protocol

For children enrolled in our **Superstars** and **Allstars** groups who regularly attend wraparound care or holiday club, we reserve the right to reclassify their status if they do not attend or engage with the service for six consecutive months. In such cases, they may be removed from the active list and placed back on the waiting list, should they wish to return in the future.

## Monitoring Absence Patterns

Settings must monitor and assess patterns in a child's absences, taking into account their individual circumstances. Using professional judgement, staff should determine whether an absence is prolonged or raises concern and respond appropriately in line with safeguarding procedures.

## Useful numbers

Police: 999

Social Care: 01323 46222

SPoA: email [webspoa@eastsussex.gov.uk](mailto:webspoa@eastsussex.gov.uk)

Telephone: 01323 464 222

Monday to Thursday 8.30 am to 5 pm and Friday 8.30 am to 4.30 pm

**Out of hours:**

Telephone: 01273 335 906 or 01273 335 905

This policy was adopted by: Michelle Hulse	Date: 13/01/2026
To be reviewed: January 2027	Signed: 