

Attendance and Absence Policy

Sept 2025

Policy Statement

We take steps to ensure that children are kept safe, that their welfare is promoted and they do not miss their entitlements and opportunities.

Good attendance promotes good outcomes for children.

There are several reasons why a child may be absent from pre-school.

It is important that our records of attendance are accurately kept and regularly monitored to ensure that we are identifying potential problems and look at patterns.

Procedures:

- Children's attendance is monitored through session registers including the recording of arrival and departure times.
- All absences and reasons given for them, are also recorded.
- We ask that parents advise us in advance if they know that their child will be absent for reasons such as holidays, appointments etc
- We also ask parents to advise us within an hour of when they would normally attend if their child is ill or you have simply decided to take a day off to be with family or friends on the spur of the moment.
- Notification should be by email, telephone to the landline or telephone or text the mobile number.
- In the case of illnesses- we may well ask the type of illness as we may need to advise you of any time your child will need to be absent before returning due to an illness being contagious etc or an illness which may impose a risk to others and we feel there is a need to be notified that such an illness is within preschool.

- For any absences we are unaware of the reason for- will be followed up by our Designated Safeguarding Lead or their Deputy who will attempt to contact the parent/carer to ascertain the reason for absence and to ensure the child is safe and well.
- Being unable to contact the parent/carer will result in an attempt to contact a person on their emergency contact list or collection list.
- On the first day of absence, attempts to contact the parents/ carers and any other named contact will continue throughout the day.
- If no contact with anyone has been made- this will then go on register as an unexplained absence and will be followed up by the Designated Safeguarding Lead or their Deputy each day until contact has been made. This will also be recorded.
- If contact has not been made and we have reason to be concerned about a child's welfare, Bradford Children's Services will be contacted for advice. Other relevant services may also be contacted as per Local Safeguarding Partnership (LSP) procedures.
- All reasons for absences are recorded.
- Absence records will be monitored to identify patterns and trends in children's attendance. An understanding of the child's and their family's individual circumstances will inform our settings judgement in determining what is deemed as prolonged absence.
- Absence records are retained for at least 3 years, or until the next Ofsted inspection following a cohort of children moving to school.

Safeguarding Vulnerable Children

- The Designated Safeguarding Lead or their Deputy will attempt to contact the child's parents/ carers to establish reason for absence.
- If contact has been made and a valid reason given- the information is recorded in the child's file.
- Any relevant professional involved with the child are informed e.g. social worker/ family support worker.

- If contact is made and the DSL is concerned that the child is at risk, the relevant professionals are contacted immediately.
- The events, conversations and follow-up actions are recorded.
- If contact cannot be made the DSL contacts the relevant professionals and informs them of the situation.
- If the child has current involvement with social care, the social worker is notified of the unexplained absence.
- If at anytime information becomes known that gives cause for concern safeguarding children, young people and vulnerable adults procedures are followed immediately.

Safeguarding

- If a child misses 3 consecutive sessions and it has not been possible to contact, the DSL calls Social Care and makes a referral if advised. Contact with Social Care may be made sooner if there is concerns for a child's well-being or welfare.
- If there is any cause for concern e.g. the child has a child protection plan in place or there has been a previous safeguarding and welfare concern, the DSL attempts to contact the child's parent/carer immediately.
- If no contact is made, the child's absence is logged 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 and should be followed up.

- In the first instance the setting manager should discuss a child's attendance with the parents/carers to ascertain any potential barriers e.g. 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 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 is reported to the Social Care worker without delay.

Nursery Funding

In the case of funded children, it may well be that reoccurring or prolonged absences may result in the local authority reclaiming any funds already paid for the child.

This policy was adopted at a committee meeting of Addingham Preschool	Date
Signature on behalf of the committee	
Role of person signing	