



Child Absence & Attendance Policy for Preschool and Kids Club

Purpose:

To ensure the safety and well-being of all children attending our preschool and kids club by establishing clear procedures for reporting child absences and the actions we will take to comply with safeguarding requirements set out by the Department for Education.

Our Responsibilities:

1. To Communicate this Policy to Parents/Guardians:

- This policy will be shared with parents/guardians during the child's registration and will be available on our website and at the preschool and kids club premises.
- Reminders of the importance of attendance and the procedure for reporting absences will be sent out periodically via our communication channels.

2. To Record Daily Attendance:

- We maintain accurate and up-to-date attendance records for all children attending our preschool and kids club.
- Attendance will be recorded at the start of each session, and any unexplained absence will be noted for immediate follow-up.
- Absences during School Holidays where a child has been booked in will also be noted for immediate follow up.

3. To Follow Up on Absences without Notification:

• Initial Follow-up (First Day of Absence):

If a child is absent without prior notification, we will make efforts to contact the parent/guardian on the first day of absence. This will include:

- A phone call to the parent/guardian's primary contact number.
- If no response is received, a follow-up call will be made to the emergency contact(s).

• Further Follow-up (Second Day of Absence):

If no response has been received and the child is still absent on the second consecutive day, we will:

- Continue to attempt contact with both primary and emergency contacts.
- If necessary, send an email or text message to ensure that the parent/guardian is aware of our attempts to reach them.

• Third Day of Unexplained Absence:

In the case of three consecutive days of unexplained absence without successful contact with the parent/guardian, we will:

- Notify the local safeguarding team or follow our safeguarding policy for further actions, as unexplained prolonged absence could be a safeguarding concern.



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4. To Record and Follow up on Frequent or Unexplained Absences:

- If a child's attendance pattern raises concerns, such as regular unexplained absences or a high number of absences over a short period, we will:
 - Arrange a meeting with the parent/guardian to discuss attendance concerns and offer support if necessary.
 - If the situation does not improve, we may involve external agencies to address the issue and support the family.

5. To Safeguard all Children Within our Care:

- **Immediate Action for Child Welfare Concerns:**
If there are concerns that a child's absence is linked to a safeguarding issue, such as risk of harm or neglect, we will:
 - Immediately contact the local authority or the multi-agency safeguarding hub (MASH) for advice and take appropriate action based on their recommendations.
- **Recording and Reporting:**
All absences and follow-up actions will be recorded accurately in the child's file, including dates, times of attempted contact, and any conversations held. Safeguarding referrals will also be documented and filed accordingly.

Our Staff will follow the following procedure for Preschool Children:

All children attending Preschool will be checked against their daily room registers as they arrive. We know our children well and are aware of those that are often late, despite reminders of the importance to be on time.

Any children missing are then relayed to the office where we will then email or ring parents to ask where their child is.

We will make sure parents are aware of the necessity to let us know, it is in our booklet is also in the contract they sign when their child starts with us. There is often a misconception with funded children that it is not necessary to inform us as the place is already paid for anyway. If any children are absent once the register has been checked we have a series of things to check;

- Have we missed a message in our diary? Re-check the message diary
- Have we missed an email or text message?
- Ring parents and check child's whereabouts



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- Sometimes it is easier for a parent to answer a text message so try that too
- If we can't get hold of either parents, ring their work place
- If we still don't have an answer ring emergency contacts
- In the event that we cannot contact anyone and still don't know where the child is we may then need to contact the police and/or social care

Preschool absences are recorded on the daily register including the reason for the absence. They will then be monitored so we can clearly see any patterns and action will be taken when necessary.

If children are already in either the concerns folder for safeguarding or SEND they will be treated with additional concern as appropriate.

Our Staff will follow the following procedure for Kid's Club Children:

Any children attending kids club, will be checked on arrival against a daily register, for breakfast club, after school and holiday club.

In our Kids club booklet, we do inform parents that they must inform us if their children are booked in but not attending any sessions.

If any children are absent once the register has been checked we have a series of things to check;

- Has the child been at school or are they off sick?
- Have we missed a message in our diary? Re-check the message diary
- Have we missed an email or text message?
- Ring parents and check child's whereabouts
- Sometimes it is easier for a parent to answer a text message so try that too
- If we can't get hold of either parents, ring their work place
- If we still don't have an answer ring emergency contacts
- In the event that we cannot contact anyone and still don't know where the child is we may then need to contact the police and/or social care

We work very closely with our feeder school in term time Edwalton Primary school and any concerns are shared regularly with the school SENCO and class teachers.

Parent/Guardian Responsibilities:



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- **Notification of Absence:**

Parents/guardians are required to notify us as soon as possible if their child will be absent from a session.

Preschool: Notification should ideally be provided by 9:00 am for morning sessions and by 12:00 pm for afternoon sessions.

Kids Club: Notification should ideally be provided by 7:45 am for morning sessions and by 3pm for afterschool sessions.

Parents can inform us via phone, email, or through the designated messaging system on Famly.

- **Information Required:**

When reporting an absence, parents/guardians should provide the following information:

- Child's name & Preschool Room / School Year Group
- Date(s) of absence
- Reason for absence
- Expected return date (if known)

Policy Review:

This policy will be reviewed annually, or sooner if necessary, to ensure it remains in line with the Department for Education's safeguarding requirements and best practices.

This attendance policy reflects our commitment to safeguarding every child in our care by promoting consistent attendance and responding promptly to any potential welfare concerns.