

Attendance Policy

The safety and wellbeing of the children in my care is my priority. Regular attendance helps me to identify any unexplained or concerning absences that may be linked to a safeguarding concern.

Parents/carers are asked to let me know as soon as possible if their child is unable to attend a contracted session.

Attendance procedure

- I will keep an accurate record of the days and times each child is expected to attend.
- I will record each child's arrival and departure times.
- I will record absences and, where provided, the reason given by the parent/carer.
- I will ask parents/carers to provide emergency contact details as part of the registration process.
- If a child does not arrive when expected and I have not been informed, I will contact the parent/carer promptly, normally within one hour of the expected arrival time.
- If I cannot contact the parent/carer, I will contact the emergency contacts provided.
- If I remain unable to establish the child's whereabouts and have concerns for their safety or welfare, I will follow my safeguarding procedures and may contact the police or children's social care for advice or to request a welfare check.
- I will monitor patterns of absence and follow up any repeated or unexplained absences where I have safeguarding concerns.

Any concerns about a child's attendance or welfare will be dealt with sensitively and in accordance with my **Safeguarding and Child Protection Policy**.

This policy will be reviewed regularly and updated when necessary to reflect current EYFS and safeguarding requirements.