

ATTENDANCE POLICY

Policy statement:

We know that a child being absent from early years settings, or for prolonged periods of time, can be a sign of safeguarding concerns. It is our policy to ensure that the children we care for are safe and we request that, if your child is not going to attend a booked session, you contact us promptly to let us know.

Procedure:

In order to ensure the safety of all the children we care for we will follow the procedure below:

- request at least three emergency contacts on registration, where possible
- have a clear record/register of the dates and times children are due to attend
- accurately record the times that your child arrives and departs from our setting
- record details of absences, including dates and reasons given as reported by parents/carers

In the event that a child does not attend as expected we will contact parents/carers in a timely manner, normally within an hour of their expected arrival, to make sure everything is okay. If we are unable to contact you, we will contact the emergency contacts detailed on the registration form.

If we are still unable to contact anyone, we will implement our safeguarding procedures. I may have to attend your home address once all other children have left my setting to check on parental welfare. I may also contact the local police and ask them to undertake a welfare check at the registered address and contacting children's services to report our concerns.

We will regularly monitor children's attendance patterns and trends. Where we have repeated absences without notification, and we have concerns we will make a referral to local children's social care and may also ask the police to undertake a welfare check.

This policy is to be read in conjunction with my **Safeguarding policy**.

Date policy was written	12 Aug. 25
This policy is due for review on the following date	12 Aug. 26



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Policy reviewed	12 th August 2026
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This policy supports the following Early years foundation stage statutory framework for childminders requirements:

Section 3 – Safeguarding and welfare requirements

- Information about the child
- Concerns about children's safety and welfare
- Information about the childminder