Attendance Policy

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I am committed to providing a safe, stable, and nurturing environment where children can thrive. Regular attendance and punctuality are essential for promoting a sense of security, supporting children's development, and safeguarding their welfare. This policy outlines procedures to ensure children's safety and well-being by monitoring attendance, promptly addressing unexplained or prolonged absences, and maintaining effective communication with parents and carers,

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Attendance Expectations

- Regular attendance is encouraged but not legally compulsory before statutory school age.
- Good attendance supports children's emotional security, consistent routines, social development, and learning.
- I will keep accurate and up-to-date attendance records and store these securely using the attendance register in the tiney app.
- I will monitor any unexplained, persistent or prolonged periods of absence and take action if this becomes a cause for concern.

Responsibilities of Parents/Carers We

politely ask parents to:

- Inform us **as soon as possible** if their child is unable to attend, ideally **before their contracted start time**.
- Notify us if they will be **arriving later than usual**.
- Provide notice of planned absences (e.g., holidays, appointments).
- Provide **at leas**t two emergency contacts and keep their details up to date at all times.

Procedures for Unexplained Absence

- I will ensure I follow up on all unexplained absences promptly.
- I will record all absences in the attendance register and monitor this.
- If a child is absent without notification:

    - I will attempt to contact parents/carers within 30 minutes of the expected arrival time.
    - If there is no response, I will contact emergency contacts within 60 minutes. ○ If still no contact and I continue to be concerned, I will contact the police to request a welfare check.

- If a child is absent for a prolonged period, I will:
    - Use professional judgment to assess the situation, considering the child's and family's individual circumstances
    - Monitor for patterns and trends in attendance.
    - Refer any concerns to Local Safeguarding Partners LSP and/or request a police welfare check, if needed.

Data Use and Confidentiality

- Attendance data is kept confidentially in line with GDPR and shared only with relevant parties (e.g., local authority, safeguarding teams).
- Attendance may impact access to childcare funding; persistent absence without valid reasons may result in loss of funded entitlement.