



Hopton school house Playgroup and OOSC policies

1.11 Attendance Policy

Policy Statement

At Hopton school house, we recognise that regular attendance is essential for children's learning, development, wellbeing, and safeguarding. We are committed to working in partnership with parents and carers to promote good attendance and ensure that all children receive the maximum benefit from their early year's education. We understand that poor attendance may be an indicator of safeguarding concerns and therefore we monitor attendance carefully in line with statutory requirements.

Aims

The aims of this policy are to:

- Promote regular attendance for all children.
- Ensure accurate attendance records are maintained.
- Support families experiencing difficulties affecting attendance.
- Identify patterns of absence that may raise concerns.
- Fulfil safeguarding responsibilities regarding children who are absent or missing from education.
- Work in partnership with Gloucestershire County Council and other agencies where necessary.

Legal Framework

This policy is based on the following legislation and guidance:

- Childcare Act 2006
- Childcare Act 2016
- Statutory Framework for the Early Years Foundation Stage (EYFS)
- Children Act 1989
- Children Act 2004
- Working Together to Safeguard Children
- Keeping Children Safe in Education
- Equality Act 2010
- Data Protection Act 2018 and UK GDPR
- Education Act 1996 (where applicable regarding Children Missing Education)
- Gloucestershire Safeguarding Children Partnership Procedures
- Gloucestershire County Council Early Years Provider Agreement



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The EYFS requires providers to maintain accurate records of children's attendance and to take appropriate action to safeguard children who are absent without explanation. Gloucestershire County Council also requires providers to support safeguarding arrangements relating to children missing education.

Roles and Responsibilities

Manager/DSL

The Manager and Designated Safeguarding Lead will:

- Monitor attendance records regularly.
- Identify patterns of absence or irregular attendance.
- Follow up unexplained absences promptly by email, phone call or text message.
- Assess whether absences present safeguarding concerns.
- Make referrals where necessary.
- Liaise with Gloucestershire County Council and other agencies when concerns arise.

Staff

Staff will:

- Record attendance accurately at every session morning and afternoon.
- Report concerns regarding attendance immediately to the DSL.
- Maintain confidentiality and follow safeguarding procedures.

Parents and Carers

Parents and carers are expected to:

- Inform the setting as soon as possible if their child will be absent.
- Provide reasons for absence.
- Keep emergency contact details up to date.
- Work in partnership with the setting to support regular attendance.

Attendance Procedures

Registration

A register will be completed for every session and will include:

- Child's name



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- Time of arrival
- Time of departure
- Reason for absence where applicable,

key to indicate:

S=sick, H=Holiday, O=absent without communication, A=Appointment.

Attendance records will be stored securely in accordance with data protection requirements.

Reporting an Absence

Parents should notify the setting before the start of the session whenever possible.

Acceptable reasons for absence include:

- Illness
- Medical appointments
- Family emergencies
- Religious observance
- Exceptional circumstances agreed by the Manager

Unexplained Absence

If a child is absent without explanation:

1. Staff will attempt to contact parents/carers on the first day of absence.
2. If no contact is made, emergency contacts may be contacted.
3. The absence and actions taken will be recorded.
4. The DSL will consider whether safeguarding concerns exist.
Where a child's whereabouts cannot be established, safeguarding procedures will be followed immediately.

Monitoring Attendance

The setting will monitor:

- Frequent absences
 - Repeated late arrivals
 - Patterns of non-attendance
 - Sudden changes in attendance
- Concerns will be discussed sensitively with parents and carers.



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Support may include:

- Meetings with parents
- Early Help referrals
- Signposting to local services
- Multi-agency support where appropriate

Children Missing from Early Education

Children who cease attending without explanation may be at risk of harm.

Where a child:

- Has repeated unexplained absences;
- Shows attendance patterns that cause concern; or
- Stops attending the setting altogether; the DSL will undertake reasonable enquiries to establish the child's welfare.

If concerns remain, referrals may be made to:

- Gloucestershire Children's Social Care
- Gloucestershire Early Help Services
- Gloucestershire Safeguarding Children Partnership procedures
- Other relevant agencies

Gloucestershire safeguarding procedures emphasise the importance of identifying children who are absent or missing from education and sharing information appropriately to safeguard their welfare.

Safeguarding

Attendance is a safeguarding matter.

Poor attendance or unexplained absence may indicate:

- Neglect
- Domestic abuse
- Mental health concerns
- Child exploitation
- Family crisis
- Other safeguarding risks

All concerns will be managed in accordance with the setting's Safeguarding and Child Protection Policy.



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Confidentiality and Data Protection

Attendance information will be:

- Stored securely for a minimum of 3 years up to 7 years (until the child has left the setting)
- Accessed only by authorised staff
- Shared only when necessary to safeguard children or meet legal requirements

The setting complies with the Data Protection Act 2018 and UK GDPR.

Equality and Inclusion

This policy will be applied fairly and consistently.

Reasonable adjustments will be made for children and families with:

- Disabilities
- Medical needs
- Special Educational Needs and Disabilities (SEND)
- Cultural or religious requirements

In accordance with the Equality Act 2010.

Local Authority Contacts

Gloucestershire County Council Early Years Team

Telephone: 01452 427362

Children's Social Care

Telephone: 01452 426565

Gloucestershire Safeguarding Children Partnership

<https://www.gloucestershirescp.org.uk>

Emergency safeguarding concerns should be reported immediately in accordance with Gloucestershire safeguarding procedures.

Monitoring and Review

This policy will be reviewed annually or sooner if:

- Legislation changes;
- EYFS requirements are updated; or
- Local safeguarding procedures change.



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