

Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.



Attendance and Absence Policy

Policy Statement

We take steps to ensure that children are kept safe, that their wellbeing is promoted, and they do not miss their entitlements and opportunities. At the very least, good attendance promotes good outcomes for children. In a small minority of cases, good attendance may also lead to early identification of more serious concerns for a child or family.

We understand that there are several reasons that a child may be absent from the setting such as illness, holidays and appointments. However, prolonged and unexplained absences from the setting may highlight safeguarding concerns.

Reporting a child's absence

- We ask for parents/carers to inform us of any child who will be absent from the setting via telephone or email either prior to or within the hour on the day in which the child would be expected attend
- We ask for parents/carers to state the reason for their child's absence

Unexplained absences

- If a child is absent from the setting without notification from the parents/carers, a manager or DSL will take immediate action to contact them to seek an explanation for the absence and be assured that the child is safe and well. Where no contact is achieved, attempts to contact the child's parents/carers or other named carers continue throughout the day on the first day of absence.
- If no contact is made with the parents/carers and there is no means to verify the reason for the child's absence i.e. through a named contact on the child's registration form, this is recorded as an unexplained absence on the child's personal file and will be followed up by the manager/DSL each day until contact is made.
- If contact has not been made, and we have any reason for concern about a child's wellbeing and welfare, Bradford's Children's Services will be contacted for advice about making a referral. Other relevant services may be contacted as per LSP procedures.
- If at any time further information becomes known that gives cause for concern, safeguarding and child protection procedures are immediately followed

Recording attendance and absences

- Attendance and absences are recorded on the registers in the room, with the actual time of arrival and departure noted.

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- All absences are recorded on the child's personal file with the reason given for the absence, the expected duration and any follow up action taken or required with timescales.
- Absence records will be monitored to identify patterns and trends in children's attendance. An understanding of the child's and family's individual circumstances will inform the setting's judgement in determining what constitutes a 'prolonged period of absence'.
- Absence records are retained for at least three years, or until the next Ofsted inspection following a cohort of children moving on to school.

Safeguarding

- If a child misses three consecutive sessions and it has not been possible to make contact, the designated person calls Social Care and makes a referral if advised. Contact with Social Care may be made sooner if there are concerns for a child's wellbeing or welfare
- If a child has current involvement with social care or other relevant professionals such as a family support worker, all relevant professionals are notified on the day of the unexplained absence.
- If at any time further information becomes known that gives cause for concern, safeguarding and child protection procedures are immediately followed

Reduced attendance (attending less hours than registered at attend)

- We understand that there are several reasons in which a family may wish to reduce their child's attendance within the setting such as a new baby, illness, change of address or parent wanting to spend time with their child. In this instance, we ask for parents to give as much notice as possible and may agree to change their attendance pattern on a short or longer term basis.
- If the reasons for reduced attendance are due to the family needing additional support from other agencies speak with the parent/s about support available through the Family Hub

Poor/irregular attendance

Whilst attendance at an early years setting is not mandatory, regular poor attendance may be indicative of safeguarding and welfare concerns that should be followed up.

- In the first instance the setting manager should discuss a child's attendance with their parents/carers to ascertain any potential barriers i.e. transport, working patterns etc and should work with the parents/carers to offer support where possible.
- If poor attendance continues and strategies to support are not having an impact, the setting manager must review the situation and decide if a referral to a multi-agency team is appropriate.
- Where there are already safeguarding and welfare concerns about a child or a child protection plan is in place, poor/irregular attendance at the setting is reported to the Social Care worker without delay.

In the case of funded children, the local authority may use their discretion, where absence is recurring or for extended periods, considering the reason for the absence and impact on the setting. The setting manager is aware of the local authority policy on reclaiming refunds when a child is absent from a setting.

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This policy was adopted by Jolly Tots Preschool Nursery (provider)

on 1st September 2025 (date)

Date to be reviewed September 2026 (date)

Signed on behalf of the provider

Name of signatory Lee Davison

Role of signatory (e.g., Chair, director or owner) Manager