



St Bede's Childcare Ltd

Attendance Policy

Safeguarding and Welfare Requirement:

Providers must take all necessary steps to safeguard and promote the welfare of children. (EYFS 2024,

Policy Statement

St Bede's Childcare is committed to promoting good attendance to support children's wellbeing, development, and continuity of care. Regular attendance helps children to feel secure, build relationships, and access learning opportunities.

Attendance is closely monitored as part of our **safeguarding responsibilities**, as absence may indicate a concern for a child's welfare.

Aims

We aim to:

- Promote regular attendance and punctuality
- Support children's emotional wellbeing and routine
- Work in partnership with parents/carers
- Monitor attendance to safeguard children
- Identify and respond to concerns promptly

Expectations of Parents/Carers

Parents/carers are expected to:

- Inform the setting **on the first day of absence** and each subsequent day where possible
- Provide a reason for absence and expected return date
- Ensure children arrive and are collected on time
- Keep emergency contact details up to date
- Work with the setting to support their child's attendance and wellbeing

Daily Attendance Procedures

- All children must be **signed in and out** (e.g. via EyLog if nursery)
- Registers are checked regularly to ensure all children are accounted for
- Any unexpected absence will be followed up promptly



Monitoring Absence

If a child is absent and no explanation is received:

1. The setting will attempt to contact parents/carers on the same day
2. If no contact is made, emergency contacts will be contacted
3. Concerns will be reported to the **Designated Safeguarding Lead (DSL)**

The DSL will assess the situation and decide on appropriate action, which may include:

- Continued attempts to contact the family
- Contacting other professionals involved with the family
- Referral to Children's Services if there are safeguarding concerns

There are no fixed timeframes for escalation—all decisions are based on professional judgement and the child's welfare.

Persistent or Irregular Attendance

- Patterns of absence will be monitored
- The Manager may arrange a meeting with parents/carers to discuss concerns
- Additional support may be offered, including referral to:
 - Health visitors
 - Early Help or multi-agency services

Safeguarding

- Unexplained or persistent absence may indicate a safeguarding concern
- All concerns will be reported to the **DSL** and managed in line with safeguarding procedures
- The setting will act in the **best interests of the child at all times**

Children with SEND

We recognise that attendance may be affected by:

- Additional needs
- Medical conditions
- Emotional wellbeing

We will:

- Work with the **SENDCo** and parents/carers
- Provide appropriate support and flexibility where needed



Late Collection and Uncollected Children

- Parents/carers must collect children on time
- Late collection will be managed in line with the **Uncollected Child Policy**

Working with Parents/Carers

We will:

- Communicate openly about attendance
- Support families where difficulties arise
- Promote consistency and routine

Monitoring and Review

- Attendance will be regularly monitored by the Manager
- This policy will be reviewed annually or sooner if required