



# Attendance Monitoring Policy

## Policy Statement

At Little Explorers, we are committed to promoting regular attendance for all children to support their safety, wellbeing, and learning. Monitoring attendance also enables us to meet our safeguarding responsibilities and comply with Early Years Statutory and Funding Requirements.

Providers must follow up absences in a timely manner. If a child is absent for a prolonged period of time, or if a child is absent without notification from the parent or carer, attempts must be made to contact the child's parents and/or carers and alternative emergency contacts. Providers must consider patterns and trends in a child's absences and their personal circumstances and use their professional judgement when deciding if their absence should be considered as prolonged. Consideration must be given to the child's vulnerability and their home life. Any concerns must be referred to Somerset Safeguarding Partnership Board Social Services and/or police for a welfare check to be requested.

## 1. Legal and Statutory Framework

This policy complies with:

- The **Statutory Framework for the Early Years Foundation Stage (EYFS)**
- **Working Together to Safeguard Children** (2018, updated 2023)
- **Prevent Duty Guidance**
- Local Authority (LA) requirements for Early Years Entitlement (EYE) funding

## 2. Purpose

This policy sets out how we monitor children's attendance, respond to absences, and ensure compliance with safeguarding and funding regulations.

## 3. Responsibilities

- The **Room Leader** records daily attendance and informs the office of any absences.
- The **Room Leader / Nursery Office** or **Manager** contacts families where there is unexpected absence. (to be agreed in partnership with management)

- The **Designated Safeguarding Lead (DSL)** reviews attendance records for concerns or patterns.
- The **Nursery Manager** ensures that children in receipt of funding meet attendance requirements and that the Early Years Entitlements Team is notified where needed.

## 4. Daily Attendance Recording

- All arrivals and departures are recorded in real time on the nursery's attendance system.
- Entries must be accurate and categorised as:
  - **Present**
  - **Authorised Absence** (e.g. holiday, illness, appointment)
  - **Unauthorised Absence** (e.g. unexplained absence, no contact)
- Late arrivals are recorded with time and reason.

## 5. Procedure for Unexplained Absences

If a child is absent without prior notification:

1. The Room Leader alerts the Office or Manager immediately.
2. We will attempt to contact the parent/carer by phone.
3. If no response is received within **1 hour**, the absence is escalated to the **DSL**.
4. The DSL assesses whether the absence raises safeguarding concerns and follows appropriate steps, which may include a **welfare check**, Early Help referral, or MASH consultation.
5. A Multi-Agency Safeguarding Hub (MASH) consultation in Somerset, offered by Somerset County Council, provides a single point of contact for professionals to report safeguarding concerns about children and young people. It aims to help identify risks early, share information, and ensure the most effective interventions are taken.
6. All unexplained absences are logged and monitored.

## 6. Monitoring Attendance Patterns

The Nursery Manager or DSL will regularly review attendance data to identify:

- Children with **frequent or repeated absences**

- **Irregular patterns** (e.g., certain days always missed)
- Extended time off without clear justification

Where concerns arise:

- The DSL or Room Leader will hold an informal discussion with parents.
- If no improvement is seen, a **written attendance concern letter** will be issued.
- Ongoing concerns may result in a **referral to Early Help** or other external agencies.

## 7. Funded Children – Early Years Entitlements

Children who receive 9 month, 2, 3, or 4-year-old funding must maintain **regular attendance** to remain eligible for funding.

If a funded child has:

- **Unexplained absences,**
- **Long absences of 2 weeks or more,** or
- **Persistent irregular attendance,**

**We will notify the Early Years Entitlements Team** at the Local Authority.

This may result in a suspension or withdrawal of funding, and parents will be informed if this affects their childcare entitlement or invoices.

## 8. Safeguarding and Attendance

Children who are absent without reason may be at risk of:

- Abuse or neglect
- Domestic violence
- Unauthorised travel (including FGM or forced marriage risk)
- Radicalisation

All unexplained or concerning absences must be viewed within the wider context of the child's wellbeing. Any member of staff who has a concern must speak to the **DSL immediately**.

## 9. Children Leaving or Not Returning

If a child leaves without formal notice or fails to return after an absence:

- We will attempt to contact the family within **48 hours**
- If contact is not made and concerns remain, the following may be notified:
  - Local Authority
  - Health Visitor
  - Multi-Agency Safeguarding Hub (MASH)

## 10. Communication with Parents

- This policy is shared with all parents at enrolment.
- Parents must inform the nursery by 9:30am if their child will be absent.
- Planned absences (e.g. holidays) must be communicated in advance.
- It is the parents' responsibility to keep contact details up to date.

## 11. Review and Monitoring

This policy will be reviewed annually, or sooner if there are changes in legislation or local authority guidance.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>	<b>Reviewed</b>
24/01/2022	grobertsdyer	10/01/2023	31/07/2025