



Worple Road, Epsom KT18 7AA
Registered Charity Number 1155711

Attendance and Absence Policy

We take steps to ensure that children are kept safe, that their wellbeing is promoted, and that they do not miss out on their entitlements and opportunities. 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.

There are several reasons why a child may be absent from a setting. In most cases it is reasonable to expect that parents/carers alert the setting as soon as possible, or in the case of appointments and holidays give adequate notice.

The attendance and absence policy are shared with parents and carers, and they are advised that they should contact the setting within one hour of the time the child would have been expected, to advise of their absence. Designated persons must also adhere to Local Safeguarding Partners (LSP) requirements, procedures and contact protocols for children who are absent or missing from childcare.

Notification of Absence

If a child who normally attends fails to arrive and no contact has been received from their parents, or if the child is absent for a prolonged period of time, the manager or designated person, takes immediate action to contact them, to seek an explanation for the absence and be assured that the child is safe and well.

Attempts to contact the child's parents or other named carers continue throughout the day on the first day of absence.

If no contact is made with the parents or other named 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 Register of Attendance and is followed up each day until contact is made.

If contact has not been made within three working days, or sooner if we have any reason for concern about a child's wellbeing and welfare, children's services will be contacted for advice about making a referral. Other relevant services may be contacted as per LSP procedures.

All absences are recorded on the register and within Tapestry, with the reason given for the absence, and the expected duration. Any follow up action taken or required timescales are recorded on a Record of Conversation Form, which is kept as a safeguarding record.

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 pre-school'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.

If at any time further information becomes known that gives cause for concern, our Safeguarding Policy and Procedures will be followed.

Safeguarding vulnerable children

The designated person or key person attempts to contact the parents to establish why the child is absent. If contact is made and a valid reason given, the information is recorded in the child's file in the Safeguarding Folder.

Any relevant professionals involved with the child are informed, e.g., social worker/family support worker.

If contact is made and the designated person is concerned that the child is at risk, the relevant professionals are contacted immediately. The events, conversation and follow-up actions are recorded. If contact cannot be made, the designated person contacts the relevant professionals and informs them of the situation.

If the child has current involvement with social care, the social worker is notified on the first day of the unexplained absence.

If at any time information becomes known that gives cause for concern, our Safeguarding Policy and Procedures will be followed.

Safeguarding

If a child misses three consecutive sessions and it has not been possible to make contact, the designated person will call Social Care and make a referral if advised. Contact with Social Care may be made sooner if there are concerns for a child's wellbeing or welfare

If there is any cause for concern i.e., the child has a child protection plan in place or there have been previous safeguarding and welfare concerns, the designated person will attempt to contact the child's parent/carer immediately. If no contact is made, the child's absence is logged on the register and on Tapestry; and a Safeguarding Incident Recording Form. Social Care will then be contacted immediately, and safeguarding procedures are followed.

Poor/irregular attendance

Whilst attendance at an early year's 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 manager should discuss a child's attendance with their parents to ascertain any potential barriers i.e., transport, working patterns etc and should work with the parent/s to offer support where possible.

If poor attendance continues and strategies to support are not having an impact, the 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 manager is aware of the local authority policy on reclaiming refunds when a child is absent from Pre-School.

This policy has been adopted by St Martin's Pre-School CIO:

Date:	October 2025
Signed:	Hayley Simms
Role of signatory:	Committee Chairperson