

## ATTENDANCE POLICY

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We know that a child being absent from early years settings, or for prolonged periods of time, can be a sign of safeguarding concerns. It is our policy to ensure that the children we care for a safe and we request that, if your child is not going to attend a booked session, you contact us promptly to let us know.

### **Procedure: (how I will put the statement into practice)**

In order to ensure the safety of all the children we care for we will follow the procedure below:

- request at least three emergency contacts on registration, where possible.
- have a clear record/register of the dates and times children are due to attend.
- accurately record the times that you child arrives and departs from our setting.
- record details of absences, including dates and reasons given as reported by parents/carers.

In the event that a child does not attend as expected we will contact parents/carers in a timely manner, normally within an hour of their expected arrival, to make sure everything is okay. If we are unable to contact you, we will contact the emergency contacts detailed on the registration form.

If we are still unable to contact anyone, we will implement our safeguarding procedures. These may include sending a member of staff to the registered address for the child, contacting the local police and ask them to undertake a welfare check at the registered address and contacting children's services to report out concerns.

We will regularly monitor children's attendance patterns and trends. Where we have repeated absences without notification, and we have concerns we will make a referral to local children's social care and may also ask the police to undertake a welfare check.

This policy is to be read in conjunction with my **Safeguarding policy**.

Childminder's name	
Childminder's signature	
Date	
Parent(s)' name	

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Parent(s)' signature	
Date	

Date policy was written	
This policy is due for review on the following date	

**This policy supports the following Early years foundation stage statutory framework for childminders requirements:**

Section 3 – Safeguarding and welfare requirements.

- Information about the child
- Concerns about children's safety and welfare
- Information about the childminder