

***Jack and Jill Childcare***

*where children can explore, create and discover the colour of dreams*

**Attendance and Absence Policy**

We take steps to ensure that children are kept safe, that their wellbeing is promoted, and they do not miss 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 needs 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. It is advised that contact with the setting will be made within one hour of the time the child would have been expected, to advise of their absence.

The Designated safeguarding leads will also adhere to Local Safeguarding Partners (LSP) requirements, procedures and contact protocols for children who are absent or missing from the provision

* If a child who normally attends fails to arrive and no contact has been received from their parents/carers attempts will be made to contact them to seek explanation for the absence and be assured that the child is safe and well.
* 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 fileand will be followed up each day until contact is made.
* If a child has been absent for 10 consecutive days and contact has not been made, and 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.
* All absences are recorded on the child’s personal file with the reason given for the absence.
* 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 outcomes of this monitoring.
* If contact is made and a valid reason given, the information is recorded in the child’s file.
* If contact is made and the designated safeguarding lead is concerned that the child is at risk, the relevant professionals are contacted immediately.

**Poor/irregular attendance**

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

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.

This policy was adopted by Jack & Jill Pre-school at a meeting held on: 1st September 2025

It is signed on behalf of the setting by: ***L Batchelor***

In their capacity as: **Chairperson**