

Attendance and Child Missing from Childcare Policy



Grass Roots Nursery Group: Attendance and Punctuality

Purpose:

To establish procedures for managing attendance and punctuality at Grass Roots Private Day Nursery, promoting regular attendance and supporting children's well-being and development.

Key Principles:

- **Importance of Attendance:** Regular attendance is crucial for children's learning and development.
- **Communication and Support:** Maintain open communication with parents and offer support to address attendance issues.
- **Safety and Well-being:** Prioritise the safety and well-being of children.
- **Fair and Consistent Procedures:** Apply consistent procedures for managing attendance and punctuality.

Procedures:

1. Registration and Communication:

- Complete registration forms with accurate contact information.
- Notify the nursery of any absences or changes in attendance.
- Use the Famly app for communication and reporting absences.

2. Attendance Monitoring:

- Monitor attendance weekly for Early Education Funded children.
- Investigate and document unexplained absences.
- Identify patterns of absence and take appropriate action.

3. Supporting Attendance:

- Create a positive and welcoming atmosphere.
- Be sensitive to individual needs and cultural backgrounds.
- Build strong relationships with families.
- Provide support and resources to address attendance challenges.

4. Late Arrivals and Early Departures:

- Notify the nursery in advance of late arrivals or early departures.
- Implement procedures for late collection, including additional charges (if applicable).
- Ensure children's safety and well-being during late or early hours.

5. Exclusion:

- Reserve the right to exclude children for prolonged absences or disruptive behaviour.

- Follow specific procedures for exclusion, including communication with parents and documentation.

6. Review and Evaluation:

- Regularly review attendance patterns and identify areas for improvement.
- Evaluate the effectiveness of support measures and make adjustments as needed.

Additional Considerations:

- **Health and Safety:** Prioritise health and safety considerations when managing attendance, especially during illness or contagious outbreaks.
- **Individual Needs:** Consider individual circumstances when assessing attendance patterns and providing support.
- **External Factors:** Be aware of external factors that may impact attendance, such as family situations or transportation issues.

By implementing these procedures, we can foster a positive and supportive environment that promotes regular attendance and benefits children's development at Grass Roots Private Day Nursery.

Appendix

Grass Roots First-Day Calling Procedure

1. Registers completed appropriately – including accurate times of arrival and departure
2. Late children are checked against registers
3. Answer machine is listened to and Family is checked
4. If a child isn't in setting, we will attempt to contact main carers
5. If there is no response wherever possible someone from outside of the family home will be contacted
6. Alert the provision manager and DSL that this child is absent and no contact has been made
7. Contact siblings schools or any other agencies involved to ascertain whether they have had any information which may be helpful, or know the whereabouts of the child or family, and contact MAST to see if there has been any incident that they are aware of
8. If management have serious concerns about the child/families welfare, a home visit should be made if possible and appropriate by the provider or another agency involved
9. A risk assessment should then be completed:
 - a. **No apparent risk:** There is no apparent risk of danger to either the child or the parent. This may be appropriate for children who you have reason to believe are absent from the provision but not at harm due to previous patterns of behaviour or information from other people e.g. a child who often goes on holiday at this time of year and parents always fail to inform you. You should continue to make enquiries but it would not be proportionate to contact police at this stage.
 - b. **Low or medium risk:** The risk of harm to the child is assessed as a possible but minimal risk **OR** the risk of harm to child is assessed as likely but not serious. This may be relevant for those children where there are no additional vulnerabilities, however, you have minimal contact information and making parental contact is always difficult.
 - c. **High risk:** The risk of serious harm to the child is assessed as very likely. This would be relevant for children already considered vulnerable. This may be due to risk of neglect or physical, emotional or sexual abuse. You should also consider child sexual exploitation and Prevent, in addition to protected characteristics; mental health, forced marriage, honour based violence, trafficking, and female genital mutilation. This may also be relevant for those children where the absence and lack of ability to make parental contact is highly unusual.
10. If this is assessed as 'No Apparent Risk' as a provider you can make the decision to continue to make enquiries and not contact the police if you do not feel that this is necessary or proportionate. These cases should not be ignored and must be monitored over time and consideration given to escalation if there is a change to the circumstances that has increased the level of risk.
11. If assessed as 'Low or Medium Risk' – contact the Police on 101 and complete the referral checklist (please also see Key Information on last page of this procedure)
12. If assessed as 'High Risk' and there is a need for an immediate response then contact the Police on 999
13. Provider's enquiries continue and any further information shared with Police
14. Use chronologies to record your concerns, actions and decisions