

# Attendance and Child Missing from Childcare Policy



## Grass Roots Nursery Group: Attendance and Punctuality

### Purpose and Legislative Framework

The purpose of this policy is to establish robust procedures for managing attendance and punctuality at Grass Roots Private Day Nursery. We recognise that regular attendance is essential for children's learning, development, and "school readiness".

This policy is written in accordance with the following legislation and statutory guidance:

- Statutory Framework for the Early Years Foundation Stage (EYFS) 2024/2025.
- The Childcare Act 2006 (Safeguarding and Welfare Requirements).
- Working Together to Safeguard Children (2023).
- Equality Act 2010.
- Keeping Children Safe in Education (KCSIE).

### Key Principles

- **Safety First:** We prioritise the safety and well-being of all children.
- **Supportive Partnership:** We maintain open communication with families to identify and remove barriers to attendance.
- **Consistency:** We apply fair and consistent procedures for all children.
- **Inclusion:** We consider individual circumstances, including Special Educational Needs and Disabilities (SEND), when assessing attendance.

### Registration and Communication

- **Emergency Contacts:** Parents/carers must provide at least two emergency contact numbers as per EYFS 2025 requirements.
- **Reporting Absence:** Parents must notify the nursery via the Family app by 9:00 AM on the first day of any absence.
- **Punctuality:** Consistent late arrivals or early departures must be discussed with management to ensure the child is not missing vital learning opportunities.

### 4. Attendance Monitoring and Safeguarding

- **Daily Registers:** Staff must maintain accurate registers including exact times of arrival and departure.
- **Funded Places:** Attendance for Early Education Funded children is monitored weekly. Irregular attendance may lead to the withdrawal of funding by the Local Authority.
- **Unexplained Absence:** Any absence without notification will be investigated immediately following our First-Day Calling Procedure.

- **Children Missing Education (CME):** If a child is absent for a prolonged period without contact, or if there are persistent patterns of absence, we will notify the Local Authority Safeguarding and Education teams.

### First-Day Calling and Risk Assessment

If a child is absent and no contact has been made by the parent/carer:

1. **Check Records:** Review registers and the Family app.
2. **Immediate Contact:** Attempt to contact the main carers.
3. **Emergency Contacts:** If no response, contact the secondary emergency contacts provided.
4. **Agency Liaison:** The DSL will check with siblings' schools or other involved agencies (e.g., MAST).
5. **Risk Assessment:** The DSL or Manager will categorise the risk:
  - No Apparent Risk: Continue enquiries and monitor over time.
  - Low/Medium Risk: Contact the Police via 101.
  - High Risk (Neglect, Abuse, Prevent/FGM/Trafficking): Immediate contact with Police via 999.

### Supporting Attendance and Welfare

- **Welcoming Environment:** We strive to create a positive atmosphere where children feel safe and eager to attend.
- **Reasonable Adjustments:** We will support families by making reasonable adjustments for children with medical needs or disabilities that may impact their attendance.
- **Chronologies:** All concerns, communications, and decisions regarding attendance will be recorded in a clear chronology for each child.

### Review and Evaluation

This policy is reviewed annually to ensure it remains effective and reflects the latest statutory guidance. We evaluate the impact of our support measures to ensure all children can benefit fully from their time at Grass Roots Private Day Nursery