

Child Attendance Policy

Golden Roots Preschool at Grangehurst

Golden Roots Early Years Ltd



This Child Attendance Policy has been adopted and adapted from the Coventry Early Years Model Policy: Child Attendance, and has been personalised to reflect the procedures and context of Golden Roots Preschool at Grangehurst.

Date of next review: March 2027

Policy Statement

At Golden Roots Preschool at Grangehurst, we recognise that regular attendance plays a crucial role in promoting each child's development, safety and emotional well-being. This policy sets out the procedures we follow to record and monitor attendance and how we respond to unexplained or prolonged absences.

Whilst child absence is not always a safeguarding concern, we will always explore the reasons why a child is absent and look to find ways to support more regular attendance. We are committed to maintaining robust attendance monitoring systems to ensure that all children are safeguarded, fully supported and able to thrive while in our care.

We know that attendance is not a legal requirement before statutory school age, but recognise that consistency is vital for children's development, wellbeing and sense of security. Even if a child only has a part-time place, regular attendance is still especially important.

Regular attendance will help children settle into routines, form strong relationships and make progress across all areas of learning.

Attending Golden Roots Preschool at Grangehurst helps children establish routines of going to preschool regularly and being on time, which can help them make a smooth and positive transition to Reception.

Recognising the factors affecting attendance.

Whilst attendance is not statutory until school age is reached, absence is only expected in the following circumstances:

- Illness of the child
- Illness of siblings or parents/carers
- Health service appointments
- Holidays
- Religious observance
- Emergency circumstances

Where these circumstances arise, parents/carers should inform our setting on the first day of absence or prior to the first day of absence.

Communicating Attendance Expectations

Attendance expectations are shared with families in a number of ways including:

- During induction and settling-in meetings
- Through parent documentation and enrolment information
- During key person discussions and parent meetings
- Through newsletters, notices, emails and other routine communication methods used by the setting

The systems and procedures in place to promote children's attendance and punctuality will be shared with parents/carers at a universal level through routine communication and individual discussions where needed.

Roles and Responsibilities

Role	Responsibilities
Setting Leadership	Ensure this policy is implemented, monitor attendance patterns and review concerns in line with safeguarding procedures.
Key Person	Record daily attendance accurately and follow up concerns or absences in line with setting procedures.
All Staff	Promote positive attendance habits, remain professionally curious and support

	families where barriers to attendance arise.
Parents/Carers	Inform the setting of any absence, keep emergency contact details up to date and work with staff to support regular attendance.

Recording Attendance

Accurate daily attendance records are maintained for all children, clearly noting their arrival and departure times.

Registers are completed promptly at the time of each child's arrival and departure to support real-time safeguarding practices.

All attendance records are stored securely and are available for inspection by Ofsted and other relevant authorities in line with statutory requirements.

Parent and Guardian Responsibilities

Parents or legal guardians must inform us as soon as possible if their child is going to be absent from the setting for any reason.

We request that parents notify us in advance of the expected day of absence where possible.

We request notice prior to the session start time if the absence is unexpected, for example due to illness or family emergency.

Monitoring and Responding to Unexplained Absences

Golden Roots Preschool at Grangehurst has established a clear procedure for identifying and following up on prolonged or unexplained absences.

If a child is absent without notification, we will take the following steps:

- A telephone call to the primary contacts listed for the child will be made and, where appropriate, an email or message to parents/carers will be sent.
- If no response is received, we will try the second, or any additional, emergency contacts to establish why the child is absent.
- Where appropriate, and if no contact can be made, further safeguarding consideration will be given in discussion with the Designated Safeguarding Lead (DSL).
- If the absence continues to be unexplained for more than 24 hours, and no contact is made, we will discuss the concerns with the DSL and consider which other partnership agencies may be able to help. This may include health services, the child's GP or Children's Services where appropriate.
- We may escalate the concern to local safeguarding partners following our safeguarding procedures.
- If we are concerned that a child is in immediate danger, or in more urgent cases, we will call 999 and request a safe and well check.

These steps are taken to ensure the child's ongoing safety and welfare.

Emergency Contact Details

Golden Roots Preschool at Grangehurst maintains a minimum of two up-to-date emergency contacts for each child to ensure effective communication in the event of an unexplained absence or emergency.

Parents/carers are requested to review and update their emergency contact information at least once per term, or immediately if any changes occur.

Prolonged or Repeated Absences

In cases of regular non-attendance or repeated absences, we will:

- Discuss concerns with parents/carers to understand any underlying reasons for irregular attendance.

- Discuss alternative days or sessions, where possible, to support regular attendance.
- Offer support or signpost to services if there are barriers to regular attendance.
- Monitor patterns that may raise safeguarding concerns and discuss them with the setting Designated Safeguarding Lead.
- Record any concerns and make referrals in line with safeguarding procedures where appropriate.

Holidays and Planned Absences

Parents/carers are strongly encouraged to inform us in writing of any planned absences, for example holidays or doctor/hospital appointments, in advance.

Parents can also inform their child's key person or the manager verbally, but the setting may request written confirmation where needed.

These absences will be recorded separately from unnotified absences.

Term-Time Only and Funded Early Education Entitlement

For children accessing Funded Early Education Entitlement (FEEE), we are required to monitor attendance to ensure funding is used appropriately.

Frequent or extended absences without valid reason may be notified to the local authority and may impact ongoing eligibility for funding, in line with local authority requirements.

Withdrawals from the Setting

If a parent/carer chooses to withdraw their child:

- A discussion will take place to understand the reason.
- Efforts will be made to identify the child's next destination, where applicable.
- All discussions and actions taken will be clearly documented.
- Any safeguarding concerns will be addressed in line with our Safeguarding and Child Protection Policy.

Safeguarding and Professional Curiosity

Poor or irregular attendance may indicate a safeguarding concern. Staff are trained to:

- Be professionally curious.
- Notice patterns or changes in behaviour.
- Take timely action in line with safeguarding procedures.

Missing Child

Golden Roots Preschool at Grangehurst recognises that a child going missing from the setting or on an outing is a serious safeguarding incident and requires an immediate, child-centred response. In line with the EYFS, we take all reasonable steps to prevent children leaving the premises unsupervised and ensure that children are only released into the care of individuals authorised by the parent/carer.

If a child is discovered to be missing, we will take the following action immediately:

- The practitioner discovering the concern will alert the Manager/DSL and all staff straight away.
- A prompt search of the premises, outdoor areas, toilets, exits and any other relevant spaces will be carried out while maintaining supervision of the other children.
- The daily register, headcount and signing in/out records will be checked to confirm the child's attendance, last known location and the time the child was noticed missing.

- If the child is missing on an outing, staff will secure the safety of the remaining children, check the immediate area and follow the outing risk assessment and emergency procedures.
- Parents/carers will be informed as soon as possible, and the police will be contacted without delay where the child cannot be found quickly or where there is any immediate risk to the child.
- The incident will be recorded in full, including the action taken, times, persons contacted and outcome. The Manager/DSL will review the circumstances and any lessons learned, and notifications will be made to relevant agencies where required.

Uncollected Child

Golden Roots Preschool at Grangehurst recognises that an uncollected child is a welfare and safeguarding matter. In line with the EYFS, children will only be released into the care of an individual who has been authorised by the parent/carer. If a child is not collected as expected, staff will act promptly, calmly and in the child's best interests.

If a child remains uncollected at the end of their session, we will take the following action:

- Two members of staff, wherever possible, will remain with the child and offer reassurance while the child is supervised safely.
- The parent/carer will be contacted using all available contact numbers, followed by all authorised emergency contacts.
- The Manager/DSL will be informed and a clear record will be kept of the times, calls made, messages left and responses received.
- No child will be released to an unauthorised person. Where an alternative adult arrives to collect, staff will follow the setting's agreed collection procedures, including checking identity where necessary.
- If the child is not collected within a reasonable timeframe, normally no later than one hour after the agreed collection time, and no safe arrangement has been confirmed, the Manager/DSL will seek advice from children's social care/MASH and, where necessary, the police.
- The incident will be recorded, shared with parents/carers and reviewed by the setting leadership team so that any further safeguarding or procedural action can be taken.

This policy reflects the EYFS 2025 requirement for early years settings to establish a clear protocol for monitoring and following up on prolonged or unexplained child absences, maintain at least two emergency contact details per child, take prompt action when a child is absent without notification, and strengthen safeguarding measures to identify potential risks to children who are not attending expected sessions.

All steps outlined in this policy are in place to ensure that Golden Roots Preschool at Grangehurst proactively safeguards children's welfare and engages with families when support may be needed.