

## **Developing an Attendance Policy**

Providers/Childminders must have an attendance policy that they share with parents and/or carers. This must include expectations for reporting child absences and the actions providers will take if a child is absent without notification or for a prolonged period of time, for example: implementing the setting's safeguarding procedures, following up with the parents and/or carers and contacting emergency contacts if parents and/or carers are not contactable. EYFS GP 3.12 CM 3.13

- How you gain information around children's days and hours (admission)
- How attendance is recorded ie paper, digital
- How non attendance is shared with senior members of staff and timescales for this
- How you record a child's non-attendance and how you follow this up?
- Do you ask parents to report absences by a specific time? How do you follow this up if you haven't heard from them?
- Do you ask parents to give you prior notice for appointments and holidays.
- If a parent is going on holiday what notice period do you need?
- What is your procedure if a parent chooses not to bring them to the setting ie funding
- What is the procedure if you were unable to contact the parent, ie contact emergency contacts, MASH /Police if you have concerns
- If a child is absent for an extended period, How do staff ensure they assess the situation using their professional judgement.

How do you determine if a child absence is prolonged There is no fixed definition of "prolonged"; it should be based on the child's usual attendance pattern and personal circumstances.

- How do you follow up irregular attendance for example finding out any potential barriers to attendance
- Identify patterns of concern and families individual circumstances
- Children on CP/CIN plans report non-attendance to social worker
- Your procedure for parent who want to drop off/collect early or later then contracted hours, how you will record including the reason why
- Procedure for illness/closure of the setting
- Notice period for holiday/closure, how will you record this For example how you will make up hours
- What are your fees? For example if you were on holiday, the child is ill, they are late collecting
- What is the notice period for resigning a place?