

ATTENDANCE POLICY

Amendment History

Revision	Author	Description of change	Date updated
Original	CH	Documentation of current procedure	December 2018
1	CH & SF	Added reference to 30-hour funding attendance records	January 2020
2	CH	Add reference to record keeping for KASC (including holiday club)	July 2022
3	CH, TH & XF	Updated references to current organisation names: e.g. 'Front Door' replacing MASH	July 2023
4	TH	Updated references to 'Family Connect' from 'Front Door' other minor amendments	August 2025

ATTENDANCE POLICY

General

In all circumstances and at every point, the overriding principle is the child's safety; if at any point there is reason to believe a child is at risk of significant harm, contact will be made with Family Connect. All policies are subject to the Safeguarding Policies and Procedures.

Signed day lists and session registers are recorded for playgroup, KASC (which includes breakfast club) and holiday club sessions to record which children attend, and the times they come and go. These are monitored and appropriate action taken as set out below. The procedure is slightly different between the core playgroup sessions and the 'out of school' sessions.

Playgroup sessions

Day lists are produced for each session. A senior member of staff signs children in at the beginning and out at the end of the whole period each child attends on any one day. If a child is attending two or more consecutive sessions (e.g. breakfast club then playgroup), a session leader or senior member of staff signs the child out of one session and into the next.

The day list entries are transferred onto a register. Attendance data, including attendance percentages, are recorded and analysed every week. Individual attendance percentages, and a comparison of attendance by the child's cohort, are included in the development reviews shared with parents each term.

Parents are expected (and reminded) to inform playgroup of any absence, of whatever duration, whether planned (e.g. family holidays) or unplanned (e.g. sickness) as soon as possible via telephone or email NOT via the Family app. If no contact is made before the end of register time, then parents will be contacted for an explanation of the child's non-attendance on that day.

If a child's attendance percentage falls below 95% without an adequate explanation, or below 90% in any case, then the manager will raise the issue with the child's parents or carers and discuss possible strategies and techniques to resolve the situation.

If appropriate, the Critical Incident (Missing Child) Policy is applied and followed.

Child Missing Early Years Education Protocol for Warwickshire Children

Playgroup follows the best practice guidance for early years' providers set out in Appendix 1.

Out of school sessions – breakfast club, KASC and holiday club

Records are kept, but as these sessions are voluntary an attendance log is not kept in the same way as for playgroup sessions. Attendance logs and percentage attendances are only analysed for children who are accessing funding for these sessions or for those where any concerns have been raised. Registers are kept for all sessions.

If a child does not attend without prior notice, then parents are always contacted; if appropriate contact is also made with the child's school (for school aged children) to check that the child is still on roll, or the appropriate transfer has taken place if the child is no longer at school. If appropriate, the Critical Incident (Missing Child) Policy is applied and followed.

