

Attendance Monitoring of Children Policy

Policy Owner: Director of Communities/SLT	Policy Developer: Head of Family & Children's Services/AA
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Attendance Monitoring Policy

EYFS: 3.76

It is important that our records of children's attendance are accurately kept and regularly monitored to ensure that we can identify potential problems and look for patterns. We aim to promote good attendance and punctuality in partnership with our parents and carers, ensuring that good habits are formed early, so that children leave our settings 'school ready'. Regular early years attendance is important for all children, even babies, as it is only through regular, consistent routines that children build up the secure attachments they need for healthy development. All managers and staff are alert to signs that children and learners who are missing might be at risk of abuse or neglect and appropriate action is taken when children and learners stop attending. We are aware that attendance is not statutory, but that non-attendance could be an indicator of other concerns. We are particularly aware of the need to monitor groups such as children who are in receipt of two year old funding, and those for whom we receive Early Years Pupil Premium, as these groups are considered to be vulnerable learners.

Procedures:

- Children's attendance is monitored through daily registers. All absences and reasons given for them are recorded on tablets on to iconnect
- Headcount points to take place throughout the day. It is imperative that a head count takes place every 30 minutes from the point of opening for each session until the children go home. The Headcount and the tablet should correspond at all times. Registers must be monitored inline with each head count and totals on the tablets to be checked. All staff are responsible for ensuring that all children are marked AC (attendance Confirmed) or MO (marked Off) on the tablet. Room Leaders, Deputy Managers and setting Managers must monitor registers regularly (preferably at least once a week) to ensure this is taking place across their own room or setting.
- Parents are asked to inform us in person or by phone if their child will not be attending for any reason, as soon as possible. If we are not contacted, we will call the parent/carer, and if that fails will ask parents about absences on the child's return.
- Room Leaders must take responsibility for ensuring that parents receive a telephone call to from the nursery if a child does not attend. If a child's absence is persistent or there is concern regarding the absence then a vulnerable child update form should be completed.
- All absences will be recorded, and frequent absences (75% attendance or less) will be investigated and further action monitoring considered. We will always discuss our concerns with parents and endeavour to enable children to attend as regularly as possible.
- If absence falls below 75% then they will be recorded on our inform system so that a timeline can be opened. Our family and children's services team will monitor and support families and offer strategies to help them to enhance their attendance

- Absence is also monitored for the health and well-being of children, for example so that we are aware of outbreaks of illness which need to be investigated, or to warn parents of infections such as German measles.
- Monitoring attendance and use of government funded hours may be passed on at the local authority’s request.
- If a child is missing from their childcare setting on several occasions or stops attending the setting with no explanation, staff are alert to the possibility of abuse or neglect, and inform the Designated Safeguarding Lead who will investigate and liaise with outside agencies.

Funded Places:

- Two, three and four year old funding is provided through the local authority. This is public money and we feel that we have a duty to ensure that it is used appropriately. If a place has been reserved but is being used for less than 75% of booked sessions, for example, then your child could be at risk of losing their place.
- We would discuss reasons for absence with parents before retracting the funding offer, and make every effort to work with them to encourage them to increase attendance. Funding would only be withdrawn as a last resort, and at the end of a school term.

This policy was adopted by	YMCA Thames Gateway
On	10/02/2023
Signed on behalf of the provider	
Name of signatory	Amanda Allen
Role of signatory (e.g. chair, director or owner)	Head of Family and Children’s Services.

Policy review date	10/02/2024 – on or before
Name of reviewer	
Signature of reviewer	
Role of reviewer	