CHILD ABSENCE MONITORING POLICY

Policy Statement:

At Impact Wrap Around Care, the safety and wellbeing of every child is our highest priority. We recognise that consistent attendance helps children feel settled, supports their development, and ensures continuity of care. This policy outlines our procedures for monitoring, recording and responding to child absences in line with the Early Years Foundation Stage (EYFS) statutory framework and safeguarding requirements in force in September 2026.

Effective from: 1 September 2026

Review date: 1 September 2027

1. Aims

- To ensure the whereabouts and safety of all children expected to attend are accounted for.
- To identify and respond promptly to unexplained, repeated or concerning absences.
- To work in partnership with parents/carers and the school to support safe handover arrangements.
- To escalate concerns appropriately where a child may be at risk of harm.

2. Responsibilities

- Parents/Carers are expected to inform the setting if their child will be absent, giving a clear reason wherever possible.
- Staff are responsible for completing registers, following up unexplained absences promptly and escalating concerns.
- Management will ensure procedures are applied consistently, records are accurate, and safeguarding partners are contacted where necessary.

3. Procedure for Reporting Absence

- Parents/carers should contact Impact Wrap Around Care before the start of the session if their child will not attend.
- Notification should include:
  - Child's full name
  - Date(s) of absence
  - Reason for absence
- Absence may be reported by telephone, email or directly to a member of staff.

4. Procedure for Monitoring Absence

- Registers are completed at the start of every session and checked against the children expected to attend.
- If a child expected to attend does not arrive and no contact has been made:

1. Staff will check with school staff, where relevant, to confirm whether the child attended school and the agreed dismissal or collection arrangements.
2. If no explanation is available, staff will immediately contact the parent/carer using the primary contact number.
3. If unsuccessful, staff will contact the additional emergency contact(s) held on the child's record.
4. If the child's whereabouts remain unknown, the matter will be treated as a safeguarding concern and escalated without delay.

CHILD ABSENCE MONITORING POLICY

5. Escalation Procedures

- Where a child's absence is unexplained and there are concerns about their safety or wellbeing, management will seek clarification from the school and parents/carers without delay.
- If the school confirms that the child has left school but the child cannot be located, staff will follow the setting's Missing Child and Safeguarding procedures immediately.
- If there is reason to believe a child is at immediate risk of harm, emergency services will be contacted. Children's Social Care may also be contacted where safeguarding concerns require referral.
- All actions, attempted contacts, information received and decisions made will be recorded in the child's safeguarding record.

6. Repeated or Patterned Absences

- Where a child shows frequent or patterned absences, staff will discuss concerns with parents/carers and consider whether there are welfare or safeguarding issues.
- Where concerns persist, they will be recorded and, where appropriate, shared with the school's Designated Safeguarding Lead (DSL) or relevant safeguarding services.
- Patterns of absence will not be viewed in isolation; staff will consider the child's wider circumstances and any other known safeguarding information.

7. Recording and Confidentiality

- All absences, reasons given and follow-up actions will be recorded in the attendance register or associated attendance records.
- Safeguarding-related concerns will be logged securely and managed in accordance with the setting's Safeguarding and Data Protection/GDPR policies.
- Information will only be shared on a need-to-know basis where this is necessary to protect a child or meet legal responsibilities.

8. Links to Other Procedures

- This policy should be read alongside the Safeguarding Policy, Missing Child Procedure, Collection and Non-Collection procedures, Admissions Policy and Data Protection/GDPR Policy.

9. Policy Review

- This policy is active from 1 September 2026 and will be reviewed annually, with the next scheduled review on 1 September 2027, or sooner if statutory guidance or operational arrangements change.