

## Attendance Policy

### Our Approach

At Dingley's Promise, we understand that from time to time children are unable to attend their session due to illness, hospital appointment etc. Should your child be unable to attend their session on their nominated day, we would ask that you give an explanation by phone, text or email. As part of our commitment to safeguarding, Dingley's Promise monitors the attendance of our children closely.

### Absence from the Centre

If the Centre do not have an explanation of absence, we will endeavour to contact you that day. If a child is absent for a lengthy period of time, or if a child is absent without notification from the parent or carer, attempts will be made by the Centre to contact the child's parents and/or carers and alternative emergency contacts.

We have an obligation that if we fail to make contact within 48 hours with parents/carers or emergency contacts by phone or email, this may result in the Centre Designated Safeguarding Lead contacting Children's Services as part of our safeguarding procedure. Any concerns regarding the welfare of either a child or their family must be referred to local children's services and/or a police welfare check requested.

### Rationale

Early Years Providers are being asked, by local authorities, to ensure that they follow up on all child absences from the first day of absence. At Dingley's Promise, we will endeavour to call families by 10:30am of the first day of absence if we haven't been notified already. This is because there has been cases of children not arriving at their settings because their parent has fallen ill or had a serious accident, with nobody realising for some time and the child is unable to help.

The aim of the procedure is solely to keep all concerned (child and their families) safe. As part of this, Dingley's Promise are requiring each child who attends one of our centres to have two emergency contacts on top of their parent/carers to allow for more ways to reach someone in the event of an absence.

This policy reflects the vision and aims of this by:

- Encouraging staff, parents/carers, and children to make the most of the learning experience and opportunities offered in their centres to support their learning and development.
- Providing a clear procedure relating to the attendance and the role everyone plays in monitoring this.

### • Arrival and Lateness

At Dingley's Promise, we are supporting our children to get ready for school, so it is essential for your child to attend on time. Registration is 9:15 am or 1:00pm and it is necessary for children to be punctual. When children arrive late this can disturb our registration and circle time so please try to attend as it is good for the children for their routine and they miss out.

## Principles & Procedure

Regular and punctual attendance is of paramount importance in ensuring that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late and research has shown the negative effect of absence.

Children should be at the centre, on time, for each of their sessions, unless the reason for the absence is unavoidable. Permitting absence from Dingley's Promise without a good reason must be acted upon by the Centre Management. Children should arrive at the centre no later than 15 minutes for their session. We do recognise that at times, travel can cause delays to arriving at the centre, and we ask for a call to notify us that your child would be later than usual. Notes are recorded on the register as to the reason for the late arrival. If a child is reluctant to attend the setting, communication between parent and the centre is encouraged.

Every absence must be documented by the Designated Safeguarding Lead (DSL). Therefore, information about the cause of each absence is always required by the Centre.

As an Early Years setting, we actively encourage parents to support us in this policy, as our absence statistics can be inspected by the Local Authorities and Ofsted.

Parents/carers are expected to contact the setting at an early stage and to work with the staff in resolving any problems together. If difficulties cannot be sorted out in this way, the setting may refer the child to the Children Services. As part of your settling process, you will be given the details of the Centre telephone number, Centre mobile number and the admin email address which enables parents to call, text or email. Please note if we receive an email or a text, a member of the team may follow up with a call.

It is the parents'/ carers' responsibility to contact the setting either by telephone or in writing via email whenever the child is absent. This must be on the first day of absence by 9.30am and subsequently daily.

## Monitoring of Absence

Absence is either authorised, such as in the case of illness or of religious/cultural observance, holidays or unauthorised, when there is no reason given for such absence or when it is considered that the explanation is unjustified or unreasonable.

Monitoring of these records will take place regularly and letters and/or meetings will be sent/arranged by the setting, including a referral to the Children Services, where necessary.

If absence is a persistent problem a meeting will be arranged at the setting with the parent, Key Person and Manager.

## Policy Review

Policy reviewed on: April 2025	Signed on behalf of the charity Lee Friend Chief Operating Officer <i>LFriend</i>	Date for review: April 2026
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