

Recording and Monitoring Attendance (Children)

The Early Years Inspection Handbook 2019 states:

“149. Although attendance at the setting is not mandatory, inspectors will explore how well providers work with parents to promote children's attendance so that the children form good habits for future learning. In particular, inspectors will consider the attendance of children for whom the provider receives early years pupil premium” (p.36).

This procedure has been developed to ensure best practice in promoting, supporting, recording and monitoring the attendance of children in the EYFS.

The reasons for children to attend regularly at their Early Years setting are to support their learning and development, to make sure that children are kept safe, their well-being is promoted, and they do not miss out on their entitlements and opportunities.

Good attendance promotes good outcomes for children. In a small minority of cases, good attendance practice may also lead to the earlier identification of more serious concerns for a child or family and may have a vital part to play in keeping a child or other family members safe from harm.

Recording and monitoring attendance

It is particularly important to pay close attention to the patterns of attendance for potentially vulnerable groups of children, including, for example:

- children facing difficult family circumstances e.g., housing problems, bereavement, separation/ divorce;
- children from families experiencing some degree of financial hardship, e.g., in receipt of benefits or claiming Free School Meals (FSM);
- children with additional needs, learning difficulties or disabilities;

- children with English as an Additional Language (EAL) or from Black and Minority Ethnic (BME) families; or
- children about whom other agencies have raised concerns

We are also aware of other factors that affect children's vulnerability such as, abuse of disabled children; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, such as through internet abuse; and Female Genital Mutilation and radicalisation; that may affect, or may have affected, children using our provision.

Record keeping

Keeping accurate attendance records is not just bureaucracy. Monitoring attendance is important for all children, but especially for those in the vulnerable groups identified.

- Knowing when children have attended their early years setting provides vital information to keep children safe from harm and help tackle underachievement.
- Having clear accessible attendance records helps identify children at risk and helps multiagency teams to understand, assess and support the widest possible range of needs for a child and his or her whole family.

To ensure that attendance records support the work of safeguarding young children and promote their learning and development, this is particularly it is important for senior managers and staff at all levels to pay attention to the following:

- Keep full registration details for every child, as specified in the EYFS legislation.
- Keep accurate information about parents, carers and others who may accompany the child to and from nursery. (Remember, too, that it is vital to have up-to-date records of who does/ does not have a legal right of access to each child and to make sure that key people know the situation for each individual child.)

- Make clear and accurate entries, whether you are using manual or electronic registers.
- Consistently and thoroughly investigate all absences for individual children and their siblings and keep good records of the family's explanations.
- Put in place systematic and rigorous monitoring of the registers by senior leaders who are personally involved in ensuring accurate recording, identifying and addressing attendance issues and engaging parents.

Procedure to Follow If a Child Is Absent

First Day Calling – If a child fails to attend and the mother and father/carers have not contacted your setting with a reason for the absence, it is good practice to undertake first day absence calls. **Remember** - If contact is made with the family, record the details of absence and find out the date when the child will return.

Consecutive Sessions Missed – If a child misses 3 consecutive sessions or has been missing for 1 week with no contact with the family, the setting should contact the child's Health Visitor to share this concern. In the event that the child has a named Social Worker, the Social Worker should be contacted as a matter of urgency.

It may be that following discussion with the Social Worker or Health Visitor, a referral to the local authority children's social care team would be appropriate.

NB If at any stage of a child being absent, there is serious cause for concern, or risk of the child suffering significant harm, you must contact the setting's local authority children's social care team. The contact details are below:

Contact telephone numbers:

- Local authority children's social care team **[insert number]**
- Local Authority referral team **[insert number]**
- Local Authority Out of Hours Team **[insert number]**

Please also send a detailed account to: notifications@ICPNurseries.com

GDPR

We record and share information about children and their families (data subjects) in line with the principles of the General Data Protection Regulations (GDPR) (2018) which are further explained in our Privacy Notice that is given to parents at the point of registration.

We are obliged to share confidential information without authorisation from the person who provided it, or to whom it relates, if it is in the public interest. That is when:

- it is to prevent a crime from being committed or to intervene where one may have been, or to prevent harm to a child or adult; or
- not sharing it could be worse than the outcome of having shared it.

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