

The Den Attendance Policy 2025 onwards

Purpose

This policy ensures the safety and well-being of all children attending The Den by establishing clear procedures for monitoring attendance, addressing absences, and communicating expectations to parents/carers, in compliance with the Early Years Foundation Stage (EYFS) framework effective September 1, 2025.

Scope

This policy applies to all children registered at The Den, their parents/carers, and all staff members, including the Designated Safeguarding Lead (DSL).

Policy Statement

The Den is committed to safeguarding children by maintaining accurate attendance records, promptly following up on absences, and ensuring robust communication with parents/carers. Regular attendance supports children's engagement, safety, and well-being in our after-school program.

Procedures

1. Attendance Expectations

- Parents/carers are expected to inform The Den in advance if their child will be absent from a scheduled session, including the reason for the absence (e.g., illness, family commitments, or other circumstances).
- This communication must be directly to The Den and not communicated through All Saints School Staff.
- Notifications should be made via:
 - The Den Mobile: 07519897202 during sessions
 - Anna Griffin 07814452474 for all admin
 - email. thedenclevedon@outlook.com
- If a child is absent without prior notification, the club will follow up promptly to confirm the child's safety and whereabouts.

2. Recording Attendance

- An attendance register is maintained for every session, recording the arrival and departure times of each child.
- Staff will mark children as present, absent, or collected by an authorized person, ensuring accuracy and compliance with safeguarding requirements.
- Registers are reviewed daily by the DSL or a designated staff member to identify any unexplained or prolonged absences.

3. Follow-Up on Absences

- If a child is absent without prior notification, staff will:

1. Check for any messages or notifications from parents/carers via the club's communication channels.
 2. Contact the child's primary contact (parent/carer) within 30 minutes of the session start time using the provided contact details.
 3. If the primary contact is unreachable, staff will attempt to reach secondary emergency contacts listed in the child's records.
 4. Record all attempts to contact parents/carers, including the time, method, and outcome.
- If no contact is made within one hour and the child's safety cannot be confirmed, the DSL will escalate the matter in line with the club's safeguarding policy, which may include contacting local children's services or police if there are welfare concerns.
 - Prolonged or repeated unexplained absences will trigger a meeting with parents/carers to discuss attendance and any underlying issues, with potential escalation to safeguarding authorities if concerns persist.

4. Emergency Contact Details

- Parents/carers must provide at least two up-to-date emergency contact numbers for each child upon registration and update these details promptly if they change.
- Contact details are securely stored in compliance with data protection regulations and used solely for safeguarding purposes, such as following up on absences.

5. Communication with Parents/Carers

- This attendance policy is shared with parents/carers upon registration and is available on [After-School Club Name]'s website and parent handbook.
- Parents/carers will be reminded of their responsibility to notify the club of absences during induction and via regular communications (e.g., newsletters, emails, or app notifications).
- The club will provide clear guidance on how to report absences, including contact methods and expected timeframes.

6. Late Arrivals or Collections

- If a child arrives late to a session, staff will record the time of arrival and reason (if provided) in the attendance register.
- If a child is not collected on time, staff will:
 1. Attempt to contact the parent/carer or emergency contacts.
 2. Follow the club's uncollected child policy, ensuring the child remains supervised until collection.
 3. Record late collections and discuss repeated instances with parents/carers to address any issues.

7. Safeguarding and Monitoring

- The DSL is responsible for overseeing attendance monitoring and ensuring prompt follow-up on absences.
- All staff receive safeguarding training at least once a year, as per EYFS requirements, including training on recognising signs of concern related to attendance (e.g., patterns of absence that may indicate safeguarding risks).
- Attendance records are reviewed regularly to identify patterns or concerns, with findings reported to the DSL for further action if needed.

8. Policy Review

- This policy will be reviewed annually or in response to changes in the EYFS framework or local safeguarding guidance to ensure continued compliance and effectiveness.
- Feedback from parents/carers and staff will be considered during reviews to improve procedures.

Approval

This policy was approved by The Den management on August 25, 2025 and is effective from September 1, 2025.