



## Attendance Policy

Approved by:	Governing Body	Date: 1 <sup>st</sup> June 2026
Last reviewed on:		
Next review due by:	September 2026	

## **Aim**

We aim for an environment which enables and encourages all children to reach their full potential and enjoy their experience at the setting. In order to gain the greatest benefit, children need to attend regularly. Setting staff will always remain professionally curious when any child is absent, considering any possible safeguarding concerns.

## **School Readiness**

Although attendance at an early years setting is not mandatory, Harrington Hill Day Care works with parents to promote all children's attendance, including those who are disadvantaged, have special needs or face other barriers to learning and development. Promoting good attendance supports parents to ensure their children attend well and form good habits for future learning.

## **Family Contact Details**

We are committed to safeguarding and promoting the welfare of all of the children in our care and there will be times when we need to contact parents to discuss attendance issues including reasons for absence. It is therefore important that parents provide us, and keep us up to date with, their current contact details, including contact details of where they work or study. In addition, following recommendations from City and Hackney Safeguarding Children Partnership and Hackney Education, wherever possible, provide us with at least three other contact numbers in case of emergency, should it be difficult to contact the parents on the primary numbers.

## **Family Details**

It is also important for parents to let us know of any specific vulnerability in relation to their child, parents or home circumstances. If you are uncertain about what would be considered a vulnerability, please speak with the day care leads.

Arrangements may already be in place for monitoring and reporting the attendance of those children who are considered to be particularly vulnerable, for example those who are subject to a Child in Need Plan or Child Protection Plan, or children whose parents may have a serious or life-threatening disability or health condition.

## **Absence Procedures for Parents**

If your child is not coming to the setting:

- Please contact us as soon as possible on the first day of absence and give us an expected return date or keep us informed about continued absence.

If your child is absent we will:

- Telephone, text or email you on the first day of absence, if we have not heard from you. Emergency contacts will also be contacted. This will be repeated on the second day of absence.
- If we are unable to contact parents on the first day of absence, we will consider whether there are any vulnerabilities concerning the child or family and refer to the setting manager.
- If the child or family is considered to be vulnerable, or it is unknown if there are any vulnerability factors, the manager will consider accelerating the response and/or escalating the concerns. This may include carrying out a home visit which may include gaining access to the front door, looking through the letter box and/or speaking to neighbours. If there are still concerns, Children's Social Care or the police may be contacted for advice or referral.