



# Scalliwags Pre-School CIO

## Safeguarding

### **Absence and Attendance Policy (Aligned with EYFS September 2025 Reforms)**

#### **Policy Statement**

At Scalliwags Pre-School CIO, we recognise the importance of regular attendance for children's development, safety, and emotional well-being. This Absence and Attendance Policy outlines our procedures for recording attendance and following up on any unexplained or prolonged absences, ensuring that children are safeguarded and fully supported whilst in our care.

#### **Recording Attendance**

- Accurate daily attendance records are maintained for all children, noting arrival and departure times.
- Registers are completed immediately upon a child's arrival and departure to ensure real-time safeguarding.
- Records are stored securely either digitally or as a hard copy and are available for inspection by Ofsted or the local authority.

#### **Parent and Guardian Responsibilities**

- Parents or legal guardians must inform us as soon as possible if their child is going to be absent from the setting for any reason (e.g. illness, holiday, family emergency).
- We request, where possible, that parents notify us before the expected session begins on the day of absence.

#### **Monitoring and Following Up on Absences (EYFS 2025 Update)**

- In line with EYFS 2025, we have established a clear procedure for identifying and following up on prolonged or unexplained absences.
- If a child is absent without notification, we will take the following steps:
  1. Attempt to contact the parent or guardian using the primary contact number.
  2. If no response is received, we will try the second (or additional) emergency contact.

#### **Scalliwags Pre-school CIO**

The Nursery Unit, Paddock Wood Community Centre, Paddock Wood, Kent, TN12 6EB

The Village Hall, Bush Road, East Peckham, Kent, TN12 5LL

Registered Charity No. 1179340

Ofsted Registration Nos. 2831937 and 2686577



# Scalliwags Pre-School CIO

3. If the absence continues unexplained for more than 24 hours, and no contact is made, we may escalate the concern to local safeguarding authorities following our safeguarding procedures.
- These steps are taken to ensure the child's safety and welfare.

## Emergency Contact Details (EYFS 2025 Requirement)

- We require a minimum of two up-to-date adult emergency contacts per child to ensure effective communication in cases of unexplained absence or emergency.
- Parents are asked to review and update their emergency contact details at least termly, or immediately if changes occur.

## Prolonged or Repeated Absences

- In cases of regular non-attendance or repeated absences, we will:
  - Discuss concerns with parents to understand any underlying reasons
  - Offer support or signpost to services if there are barriers to regular attendance
  - Monitor patterns that may raise safeguarding concerns and report accordingly

## Holidays and Planned Absences

- Parents are encouraged to inform via email of any planned absences (e.g. holidays, appointments) in advance.
- These will be recorded as part of the register.

## Term-Time Only and Funded Hours Considerations

- For children accessing government-funded hours, we are required to monitor attendance to ensure funding is used appropriately.
- Frequent or extended absences without valid reason may be reported to the local authority and could impact ongoing eligibility for funding.

## Alignment with EYFS 2025 Changes

This policy reflects the EYFS 2025 requirement for early years settings to:

- Establish a clear protocol for monitoring and following up on prolonged or unexplained child absences
- Maintain at least two emergency contact details per child
- Take prompt action when a child is absent without notification

### Scalliwags Pre-school CIO

The Nursery Unit, Paddock Wood Community Centre, Paddock Wood, Kent, TN12 6EB

The Village Hall, Bush Road, East Peckham, Kent, TN12 5LL

Registered Charity No. 1179340

Ofsted Registration Nos. 2831937 and 2686577



# Scalliwags Pre-School CIO

- Strengthen safeguarding measures to identify potential risks to children who are not attending expected sessions

These steps ensure early years providers are proactively safeguarding children's welfare and engaging with families when support may be needed.

## Review and Monitoring

This policy will be reviewed annually or more frequently if required, to ensure its effectiveness and compliance with any changes in legislation or local guidelines. Feedback from staff, parents, and stakeholders will be welcomed to continuously improve our attendance procedures.

This policy was adopted at a meeting of	Trustees	
Held on		(date)
Date to be reviewed		(date)
Signed on behalf of the Management Committee		
Name of signatory		
Role of signatory		

### Scalliwags Pre-school CIO

The Nursery Unit, Paddock Wood Community Centre, Paddock Wood, Kent, TN12 6EB

The Village Hall, Bush Road, East Peckham, Kent, TN12 5LL

Registered Charity No. 1179340

Ofsted Registration Nos. 2831937 and 2686577