



## Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.

### Attendance Monitoring Policy

#### Policy statement

At Ladybirds we understand that attendance at pre-school is not a statutory requirement. However, as part of our safeguarding responsibilities it is important that we monitor attendance to ensure we can identify any potential problems and look for patterns. Non-attendance could be an indicator of other concerns, and we must be particularly aware of pupils who may be identified as vulnerable learners.

#### Procedures

1. A member of staff welcoming the children into the setting takes the register at the beginning of each session. All children who are expected at the session will be highlighted. If a child arrives late to pre-school, this will be recorded in the register. Children are marked as late if they arrive after the doors to pre-school shut. Doors are open for arrivals at the following times:
  - **AM session or Full day: 8:55 – 9:10am**
  - **PM session: 12:30-12:35pm**
2. The register will be marked with the time of arrival and the following codes:
  - a. P = present
  - b. L = present but arriving later than 9:15/12:35
  - c. 0 = absent (reason unknown)
  - d. H = absent (holiday)
  - e. S =absent (sickness)
  - f. A = absent for other known reason (e.g. appointment)
3. The total number of children and staff present will be entered into the register and recorded on the numbers board in four areas of the pre-school.
4. The office manager will ensure that the correct telephone contact details are entered into the contacts file kept in the main office and also on the share point online database
5. Parents are requested to notify Ladybirds on the first day of absence if a child will not be attending, stating a clear reason for absence. Parents may do this by sending an email or by leaving a message on the school answerphone.
6. When a child is absent for more than three sessions with no known reason, staff will make enquiries to parents for the reason for absence, unless there are grounds for concern when it may be sooner.
7. Where a child is on any form of Child Protection all absences will be followed up in line with any protection plan.



# Ladybirds Pre-School



8. Where there are difficulties with regularity of attendance/time of arrival or collection the Ladybirds team will work with the families to support them in resolving problems
9. Attendance is monitored termly with any non-attendance patterns highlighted and any concerns followed up with parents/carers. Records will be kept in the attendance files with copies in the child's Early Years Passport folder.

This policy was adopted by Ladybirds Pre School *(name of provider)*

On 26<sup>th</sup> November 2020 *(date)*

Signed on behalf of the provider

Name of signatory

Gerard O'Neill

Role of signatory (e.g. chair, director or owner)

Trustee

## Other useful Pre-school Learning Alliance publications

- Safeguarding Children (2013)