



## **Home-Grown in Malvern Attendance Record Policy**

### **Attendance Register – information for parents**

It is a legal requirement of the Early Years Foundation Stage and the Childcare Register to keep an accurate record of each child's arrival and departure times. We do not need your permission to process this data to comply with the General Data Protection Regulation (GDPR, 2018) because it is covered by 'legal obligation'.

We record your child's attendance every session on an Attendance Register noting:

- When your child arrives at the setting;
- When your child is collected at the end of their session;
- Absences and reason for absence.

### **Why we retain this information**

The Attendance Register might be used in the future as a record for:

- Tax Credits – in case of a query over the amount of money claimed by a parent;
- HMRC – in case of a query about the amount of money the childminder earned;
- Ofsted – to comply with the statutory requirements of the Early Years Foundation Stage and / or Childcare Register in case of a complaint or query in the future;
- Insurance – in case a concern is raised in the future;
  - RIDDOR - to comply with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations in case a report is made;
  - LSCB - the Local Safeguarding Children Board / Child Protection Agency in case of query about a child's attendance;
  - LA - the Local Authority if the child is entitled to Government funding (9 month, 2, 3 and 4 year funding).

Legal reasons for processing data – to comply with the General Data Protection Regulation (GDPR, 2018) this data is processed to comply with 'legal obligation'. It will be stored either online or on paper and retained until the child is 21 years 3 months old for insurance purposes. At the end of this time it will be securely deleted or shredded.

If you have any questions, please ask.

### **Monitoring attendance – information for parents**

We are required by the Early Years Foundation Stage (EYFS) to record children's attendance.

We are required by the Ofsted Early Years Inspection handbook to monitor children's attendance. We are further required by the Ofsted Safeguarding handbook to follow-up if a child fails to attend and we are not informed of the reason by parents / guardians – this is linked to potential safeguarding concerns.

While regular attendance in early years care is not statutory, Ofsted state that it is important children attend regularly if they are to fully benefit from their time in the setting. Ofsted quote experts who advise that if children do not attend regularly it can lead to poor progress and that irregular attendance disrupts continuity of learning, can lead to underachievement and impedes the child's ability to develop friendship groups. Therefore, it is important that parents give priority to supporting their child to attend and that children learn the importance of being punctual as part of their preparation for school and adult life.

We are required by the Ofsted Early Years Inspection handbook to monitor children's attendance and take steps to find out why a child has not attended. We will do this by making every effort to telephone parents on the first day of non-attendance to ask why the child has not been brought if we have not already received a text message, email or phone call with an explanation.

### **Recording concerns**

We are required by Ofsted to record reasons given for non-attendance and to monitor non-attendance and note patterns of poor overall attendance, anomalies in attendance and any unusual explanations for non-attendance offered by children and / or parents.

### **Reporting concerns**

If we are concerned about a child's non-attendance because it might be linked to safeguarding or if the child receives funding, we are required to inform the Local Authority (safeguarding). Note that in some cases early years funding might be withdrawn by the Local Authority.

If parents are struggling to get their children here, we are here to talk, listen and offer support.

Reviewed, signed and dated: