

Home-Grown in Malvern @ The Wyche Institute
Absent Child Policy

At Home-Grown in Malvern Preschool, we are dedicated to maintaining the safety, well-being, and ongoing development of each child in our care. Consistent attendance is essential for children to receive the full advantages of the educational experiences we provide.

It is a legal requirement of the Early Years Foundation Stage (EYFS, 2025) and the Childcare Register to keep an accurate record of each child's arrival and departure times. We do not need permission to process this data to comply with the General Data Protection Regulation because it is covered by 'legal obligation'. This policy outlines the expectations and procedures surrounding child absence from the setting.

Reporting an Absence

If your child is unable to attend preschool on their scheduled day, you must notify us **by 9:30am on the first day of absence** and continue to inform us **daily** for the duration of the absence. You are required to provide us with a reason for your child's absence, and this reasoning will be recorded. You can report absences via:

- Telephone
- Text message
- WhatsApp
- Email

Our mobile number is 07598 273377

Our email address is homegrowninmalvern2@gmail.com

Unexplained Absences

We monitor children's attendance closely. If we do not receive an explanation for your child's absence by 10:00am at the latest, we will attempt to contact you. If we are unable to reach the parent/carer, we will attempt to contact the secondary emergency contact provided. All contact attempts and outcomes will be recorded in the child's attendance record. If we are unable to make contact and have concerns about the child's welfare, we will follow our safeguarding procedures.

If we are unable to reach you within **48 hours** and still have no explanation, we may be required to notify **Children's Services**, in accordance with the **Children Act 2004**.

This procedure reflects guidance from the local authority and the Statutory Early Years Foundation Stage guidelines (EYFS).

The sole purpose of this policy is to protect the safety and welfare of the child and their family.

Policy Aims and Principles

This policy aligns with the vision and aims of Home-Grown in Malvern preschool setting by:

- Parents, carers, and staff are encouraged to prioritise attendance to optimise children's learning and developmental outcomes.
- Establishing clear guidelines for parental involvement and attendance reporting.

Key Principles

- Regular and punctual attendance is crucial for children's learning and wellbeing.
- Children should arrive on time every day, unless absence is unavoidable.
- Unjustified or unexplained absences will be marked as **unauthorised**.
- Parents are encouraged to report absences accurately and maintain open communication.
- All absences are required to be classified by the setting, rather than by the parent or carer.

As an Ofsted-registered early years provider, our attendance records are scrutinised and contribute to our overall setting evaluation. Your support in maintaining strong attendance is vital.

Parental Responsibilities

- To notify preschool of your child's absence by 9:30am on the first day and each day following.
- Use the telephone, email, text, or WhatsApp to report any absence.
- To collaborate with preschool staff to identify and address barriers to consistent attendance.
- To participate in meetings scheduled to address recurring or ongoing absences.

Staff Responsibilities

- To complete registers at the arrival and departure of children.
- To follow up on unexplained absences by contacting the parent by 10:00am at the latest.
- To mark absences as **unauthorised** if no explanation is provided.
- To report persistent or concerning absences to the Manager and Designated Safeguarding Lead (DSL).
- The Manager and or DSL will take appropriate action and may contact Children's Services if necessary.

Types of Absences

- **Authorised Absences** may include illness, religious observance, or holidays (agreed in advance).
- **Unauthorised Absences** include no explanation or unjustified reasons. Home-Grown in Malvern preschool setting will be regularly monitoring attendance. If your child's attendance rate falls below 90% we will speak with parents and carers to address this.
- **Persistent Absence** is defined by the department of education as a child missing 10% or more of their education when enrolled at a childcare setting, which can trigger Local Authority intervention.

Written by: Natalie Luce (Manager)

Date created: 01/09/2025

Date Reviewed:

Signed by all staff: