



Attendance/Missing child Policy

Introduction - Regular attendance is crucial for children's development and well-being in their early years. This policy outlines our expectations for attendance, procedures for reporting absences, and the actions we will take in cases of unexplained or prolonged absences. We are committed to ensuring the safety and well-being of all children in our care.

Expectations for attendance - We expect children to attend their scheduled sessions regularly and punctually. Parents/carers are responsible for ensuring their child's attendance. If a child is unable to attend, parents/carers must notify us as soon as possible.

Reporting absences - Parents/carers must notify the pre-school of their child's absence on the day of the absence. Absences can be reported by telephone: 01428 707352 or via email: shill@northchapelprimary.co.uk. When reporting an absence, please provide the child's full name, reason for absence (e.g. illness, appointment) and the expected duration of absence.

Unexplained absences - If a child is absent without notification, we will attempt to contact the parent/carer using the primary contact number provided. If we are unable to reach the parent/carer, we will attempt to contact the secondary emergency contact provided. If we are unable to make contact and have concerns about the child's welfare, we will follow our safeguarding procedures.

Prolonged absences - A prolonged absence is defined as 2 consecutive sessions of absence without a valid explanation. If a child is absent for a prolonged period, we will:

- Make repeated attempts to contact parents/carers and emergency contacts.
- Send a written communication (e.g., email or letter) to the parent/carer.
- Consider a home visit, if appropriate
- Consult with our safeguarding lead if there are concerns about the child's welfare.

Illness - If your child is unwell, please keep them at home to prevent the spread of infection.

* Please inform us of any contagious illnesses, such as chickenpox or measles.

* Children should not return to the setting until they are symptom-free or as advised by a medical professional.

Late arrival/early collection - Please inform us if your child will be arriving late or collected early. Late arrivals can disrupt the learning environment, so we encourage punctuality. Only authorised persons can collect children. Please inform us of any changes to collection arrangements.

Late collection - It is important that you arrive on time to collect your child. If for any reason you are unable to, please arrange for a family member or friend to collect your child and inform the school. In the unlikely event that you are unable to make alternative arrangements, you will incur a charge for late collection.

Safeguarding - Staff are trained to identify and respond to safeguarding concerns. Any concerns about a child's welfare will be reported to the designated safeguarding lead. We will follow our safeguarding procedures and work with relevant authorities as necessary.

Missing child

In the building – Little Oaks

- As soon as it is noticed that a child is missing, the member of staff informs the designated safeguarding lead who initiates a search within the setting.
- If the child is found on-site, the designated safeguarding lead checks on the welfare of the child and investigates the circumstances of the incident.
- If the child is not found on site, one member of staff searches the immediate vicinity, if there is no sign of the child, the police are called immediately. The parents/carers are then called and informed.
- The designated safeguarding lead contacts their designated officer/line manager.

Off-site – Little Oaks (outing or walk)

- As soon as it is noticed that a child is missing, the senior staff present carries out a headcount.
- One member of staff searches the immediate vicinity.
- If the child is not found, the senior staff calls the police and then contacts the designated safeguarding lead, (if not already on the outing).
- The designated safeguarding lead informs the parents/carers.
- Members of staff return the children to the setting as soon as possible if it is safe to do so. According to the advice of the police, one senior member of staff should remain at the site where the child went missing and wait for the police to arrive
- The designated safeguarding lead contacts the designated officer/line manager.

Recording and reporting

- A record is made on a safeguarding incident form (yellow form) and passed on to the Northchapel primary school DSL and Headteacher

The investigation

- Ofsted are informed as soon as possible (and at least within 14 days).
- The designated officer/line manager carries out a full investigation.
- The designated safeguarding lead and the designated officer/line manager speak with the parents/carers together and explain the process of the investigation.
- Staff present during the incident writes a full report. The reporting form (if used) is filed in the child's file. Staff do not discuss any missing child incident with the press.

Review – February 2027