

# Attendance Policy

*(In line with EYFS 2025 and Sutton Council requirements)*

## Purpose

This policy explains how attendance is recorded, monitored, and managed at **Tuba's Play House**.

It supports children's safety and wellbeing in line with the **Early Years Foundation Stage (EYFS 2025)** and **Sutton Council safeguarding procedures**.

## Recording Attendance

- A daily register is kept for all children attending the setting.
- The register includes each child's **arrival and departure times**, recorded by the childminder.
- Attendance records are stored securely in accordance with data protection requirements.
- Records are retained for a minimum of **3 years** from the date of entry, in line with EYFS and Sutton Council requirements.
- If a record relates to a **safeguarding concern or incident**, it will be kept until the child reaches **21 years old** (or **24 if they were in care**), in line with statutory safeguarding guidance.

## Parent and Carer Responsibilities

Parents and carers are expected to:

- Inform the setting **before the start of the session** if their child will be absent, explaining the reason.
- Notify the setting if their child will arrive late or leave early.
- Ensure contact numbers are kept up to date in case I need to reach them about an unexpected absence.

## Unexplained Absences

If a child does not attend and no contact has been made, I will:

1. Try to contact the parent or carer by phone.
2. If no contact is made, attempt to reach the **emergency contact** listed on the child's record.
3. If the absence remains unexplained or causes concern, I will follow my **safeguarding procedures** and may contact **Children's Social Care** or the **Local Authority Designated Officer (LADO)** for advice.

## Patterns of Absence

- Repeated or unexplained absences will be recorded and discussed with parents to identify any support needs.
- Persistent unexplained absence may lead to a safeguarding review.

## Attendance for Funded Children

- Attendance for funded children is monitored according to **Sutton Council's funding guidance**.
- Funded hours are claimed based on the child's agreed attendance pattern.
- Long-term or repeated absence may result in the local authority reviewing the funded place

## Policy Review

This policy will be reviewed **annually**, or sooner if required by changes to the **EYFS, Sutton Council guidance**, or **DfE policy**.