



Ladybird Playgroup Thriplow CIO – Attendance and absence Policy

School Lane, Thriplow, Royston, Herts, SG8 7RH

CIO Charity Number 1162435

Tel: 01763 208055 Email: ladybirdplaygrouphthriplow@gmail.com Web: www.ladybird-playgroup.co.uk

This policy was updated in September 2026 and will be reviewed annually

Attendance and absence Policy

Statement of intent

At Ladybird, we believe good attendance is essential if children are to be settled and take full advantage of the learning and development opportunities available to them. At a young age continuity and consistency are important contributors to a child's well-being and progress. We also believe that regular attendance at playgroup can set good practice for school.

Aim

Our aim is to create a culture in which good attendance is normalised and valued. To value the individual and be socially and educationally inclusive and to be consistent in implementation of our policy and procedures.

All parents are made aware of the importance of regular attendance prior to entry and of the importance of collecting children on time. It is the Parents' responsibility to ensure that the emergency contact numbers that we hold on file, are up to date.

There are several reasons why a child may be absent from a setting. In most cases it is reasonable to expect that parents/carers alert the setting as soon as possible, or in the case of appointments and holidays give adequate notice.

The attendance and absence policy are shared with parents and carers, and they are advised that they should contact the setting within half an hour of the time the child would have been expected, to advise of their absence.

Procedure in the event of a child being absent from Ladybird Playgroup.

- We ask that parents inform us in advance of any holidays, doctors/dentist appointments or any other planned absences from the playgroup by emailing ladybirdplaygrouphthriplow@gmail.com
- For any un-planned absences, for example if a child is ill, we must be notified by 8.30am on the morning of usual attendance either by phone or email.
- If we have not heard from the parents or carers by 9.30am, or if the child is absent for a prolonged period of time, we will contact the primary parent or carer to establish the reason for absence.
- If we cannot make contact with the primary parent or carer, we will use all the contact details and the emergency contacts we have on file, to establish why the child is absent. Where possible, Ladybird playgroup will hold more than two emergency contacts for each child.
- If contact has not been made, and we have any reason for concern about a child's wellbeing and welfare, children's services will be contacted for advice about making a referral.



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Absence records will be monitored to identify patterns and trends in children's attendance. An understanding of the child's and family's individual circumstances will inform the setting's judgement in determining what constitutes a 'prolonged period of absence'.

We record absences in the register using the following categories:

- Illness
- Holidays
- Other absence

Fees remain payable during all periods of absence, except in exceptional circumstances which must be pre-approved by the Manager/Chair of Committee.

We reserve the right to withdraw a child's place if there is a significant level of absence from the setting which is not due to unforeseen circumstances such as sickness.

Safeguarding

- If a child misses three consecutive sessions and it has not been possible to make contact, the designated person calls Social Care and makes a referral if advised. Contact with Social Care may be made sooner if there are concerns for a child's wellbeing or welfare
- If there is any cause for concern i.e. the child has a child protection plan in place or there have been previous safeguarding and welfare concerns, the designated person attempts to contact the child's parent/carer immediately. If no contact is made, the child's absence is logged on 06.1b Safeguarding incident reporting form, and Social Care are contacted immediately, and safeguarding procedures are followed.

Poor/irregular attendance

Whilst attendance at an early years setting is not mandatory, regular poor attendance may be indicative of safeguarding and welfare concerns that should be followed up.

- In the first instance the setting manager should discuss a child's attendance with their parents/carers to ascertain any potential barriers i.e. transport, working patterns etc and should work with the parents/carers to offer support where possible.
- If poor attendance continues and strategies to support are not having an impact, the setting manager must review the situation and decide if a referral to a multi-agency team is appropriate.



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- Where there are already safeguarding and welfare concerns about a child or a child protection plan is in place, poor/irregular attendance at the setting is reported to the Social Care worker without delay.

In the case of funded children, the local authority may use their discretion, where absence is recurring or for extended periods, considering the reason for the absence and impact on the setting. The setting manager is aware of the local authority policy on reclaiming refunds when a child is absent from a setting.

This policy was adopted at a meeting of the Ladybird Playgroup Thriplow CIO	
Held on (date)	
Signed on behalf of the Ladybird Playgroup Committee	
Role of signatory (e.g. chairperson etc.)	
Signed by Playgroup Leader/Deputy	
Name of Playgroup Leader/Deputy	



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06.1b Safeguarding incident reporting form (for concerns, child welfare, physical intervention, witness statement, fact-finding)

Name of setting:

Child's name:	Name of person reporting:	Name of designated safeguarding lead:
Date of birth:	Job title:	Job title:
Date of concern – when observation, event, disclosure was made		
Nature of Concern. In the space below describe what was observed, using a body diagram, if necessary.		
Impact: what are your main concerns about how this might impact on the child physically or emotionally, please include the child's voice (as appropriate)?		
Response to allegation/complaint: Please advise in your words, what happened, when and where, what did you see or hear and where you were in relation to the alleged incident.		



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Signature of person completing the form	
Hand this form to your setting's designated safeguarding lead; discuss your concerns and agree what action is to be taken and when it will be reviewed.	
Outcome decisions/actions to be taken (Tick all that apply)	
No further action	☐
Offer support (provide details)	☐
Continue to monitor (detail what, who by and until when)	☐
Referral/signposting/advice/guidance to be offered by setting (provide details)	☐
Refer to social care for child protection.	☐
Liaise with social care to refer to CAF (Common Assessment Framework)/EHA (Early Help Assessment)	☐
Signature of designated safeguarding lead:	Date completed:

Physical intervention



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If this form is used to record an incident of physical intervention being used on a child to prevent them from harming themselves or others, please ask the parent/carer to sign here to confirm that they have been informed of the circumstances of the event as recorded here.

Signature of parent/carer:

Date: