



# CHILDREN'S ATTENDANCE POLICY

**The date of this policy is September 2025**

**The Policy will be reviewed every three years or in line with changes to legislation & guidance**

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THE PLAY PROFESSIONALS is the trading name of the Trojans Scheme | Charity No. 1108509 | Registered Company No. 5347511 in England and Wales

**Children's Attendance Policy**

## **1. Purpose**

The purpose of this policy is to ensure that all children attend the breakfast club and after-school club regularly and on time. Consistent attendance helps children build routines, develop friendships, and fully benefit from the activities and support provided. It also promotes their wellbeing and ensures effective safeguarding.

Children being absent from early years settings repeatedly, or for prolonged periods of time, may be a vital warning sign for a range of safeguarding issues.

There have been incidents where serious harm to a child may have been prevented if an absence from their early years setting had been reported to social services and/or the police.

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## **2. Scope**

This policy applies to all children enrolled with The Play Professionals including Breakfast Clubs, After School Clubs and holiday Playschemes

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## **3. Registration and Attendance**

- Parents/guardians must register their child and provide all necessary contact information, including emergency contacts; (a minimum of three contact numbers)
  - Attendance is recorded daily upon arrival and departure.
  - Children must be signed in and out by a parent/guardian or authorised adult.
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## **4. Expected Attendance**

- Children are expected to attend all scheduled sessions unless they are unwell or there is another valid reason for absence.
  - Parents/guardians should ensure children arrive on time to avoid disruption and ensure safety.
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## **5. Reporting Absence**

- If a child will be absent, parents/guardians must notify the setting as soon as possible, preferably before the start of the session.
- Reasons for absence should be given (e.g., illness, family emergency).

- If a child is absent for a prolonged period of time, or if a child is absent without notification from the parent or carer, attempts must be made to contact the child's parents and/or carers and alternative emergency contacts.
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## **6. Late Arrival and Early Collection**

- Children arriving late or leaving early must be signed in/out on the registers.
  - Persistent lateness may affect the child's experience and participation in activities.
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## **7. Monitoring Attendance and Safeguarding and Safety**

- Attendance records are maintained daily and monitored regularly. Regular attendance helps ensure children's safety.
- Patterns of unexplained or frequent absence may be discussed with parents/guardians. Staff must consider patterns and trends in a child's absences and their personal circumstances and use their professional judgement when deciding if their absence should be considered as prolonged. Consideration must be given to the child's vulnerability, parent's and/or carer's vulnerability and their home life.
- In cases of persistent unexplained absence, the setting may involve external authorities in line with safeguarding procedures. Emergency contacts will be used if a child does not arrive as expected.

Any concerns will be referred to local children's social care services and/or a police welfare check requested.

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## **8. Responsibilities**

Parents/Guardians:

- Ensure children attend regularly and on time.
- Notify the setting of absences promptly.
- Provide accurate contact details and update them when necessary.

Setting Staff:

- Record attendance accurately and consistently.
- Follow up on unexplained absences promptly.
- Monitor attendance patterns and address concerns proactively.

