

Safeguarding

Attendance Policy

Alongside the associated procedures in the Safeguarding and Child Protection Policy, this policy was adopted by Mr Bee's Family Centre on 17 July 2026 and will be reviewed annually, or sooner where legislation or guidance changes.

Policy Statement

Mr Bee's Family Centre takes steps to ensure that children are kept safe, their wellbeing is promoted, and they do not miss out on their entitlements and opportunities. Regular attendance supports children's learning, development and wellbeing. In a small minority of cases, poor attendance may also be an early indicator of safeguarding concerns requiring further investigation.

Aims

- To ensure all unexplained or unexpected absences are followed up to keep children / young people and their families safe
- To ensure accurate attendance records are maintained
- To ensure every child benefits from the full range of learning, care and development opportunities provided

Scope of the Policy

This policy and associated procedures apply to all staff, agency staff, apprentices, students and volunteers, working at Mr Bee's Family Centres. Throughout the policy we use the term staff to refer to all these groups unless stated otherwise.

This policy applies to children, young people, and vulnerable adults as defined here:

- A child is anyone aged 0-18.
- A young person is defined as aged 16 to 19 and may work in the settings as a student or volunteer or be a parent/carer of a child.

A vulnerable adult is defined as a person aged 18 years or over, who is in receipt of or may need community care services by reason of mental or other disability, age, or illness and who is or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation (Care Act 2014). In early years this may be parents/carers of a child, or a volunteer.

At Mr Bee's Family Centre, we share information about our expectations for absence reporting through discussions when families begin using the service and when they move into new rooms.

How Mr Bee's Family Centre supports children who are absent

There are several reasons why a child may be absent from a setting. Parents/carers are expected to notify the Centre as soon as possible if their child will be absent. Wherever possible, advance notice should be given for planned appointments and holidays.

Parents/carers are advised that they should contact Mr Bee's Family Centre with a minimum of one week's notice for holidays and appointments and within one hour before the session starts for illness to advise of their absence. Designated Safeguarding Lead (DSL) will adhere to Local Authority requirements, procedures and contact protocols for children who are absent from or missing from childcare.

- If a child who normally attends fails to arrive and no contact has been received from their parent/carer, the key person/shared key person takes immediate action to contact them to seek an explanation for the absence and be assured that the child is safe and well.
- Attempts to contact the child's parents/carers or other named carers continue throughout the day on the first day of absence.
- If no contact is made with the parents/carers and there is no means to verify the reason for the child's absence e.g. through a named contact on the child's registration form, this is recorded as an unexplained absence on the register on Famly and is followed up by the DSL each day until contact is made. A note is also made on the safeguarding chronology of an unexplained absence.
- Where there are no immediate safeguarding concerns, and contact has not been made within three working days, Children's Social Care will be contacted for advice regarding a referral. Where safeguarding concerns arise at any stage, Children's Social Care will be contacted immediately without waiting for the three-day period.
- All absences are recorded on Famly with the reason given for the absence, the expected duration and any follow up action taken or required with timescales.

- If at any time further information comes to light that gives cause for concern, then safeguarding procedures are immediately followed.

Safeguarding vulnerable children

- The DSL or key person/shared key person attempts to contact the parents/carers to establish why the child is absent. If contact is made and a valid reason given, the information is recorded on Family.
- Any relevant professionals involved with the child are informed, e.g. Social Worker/family support worker.
- If contact is made and the designated person is concerned that the child is at risk, the relevant professionals are contacted immediately. The events, conversation and follow-up actions are recorded in the child's safeguarding file. If contact cannot be made the DSL contacts the relevant professionals and informs them of the situation.
- If the child has current involvement with Social Care the Social Worker is notified on the day of the unexplained absence.
- If at any time information comes to light that gives cause for concern, then safeguarding procedures are followed immediately.

Escalation of Safeguarding Concerns

- If a child misses three consecutive booked sessions and it has not been possible to make contact, the DSL calls Social Care and makes a referral if advised.
- If there is any cause for concern e.g. the child has a CPP in place or there have been previous safeguarding and welfare concerns, the DSL attempts to contact the child's parents/carers immediately. If no contact is made the child's absence is logged as a safeguarding concern and Social Care are contacted immediately, and safeguarding procedures are followed.

Poor/irregular attendance

Whilst attendance at Mr Bee's Family Centre is not mandatory, regular poor attendance may be indicative of safeguarding and welfare concerns that should be followed up. In the first instance the key person should discuss a child's attendance with their parents/carers to ascertain any potential barriers e.g. 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 DSL must review the situation and decide if a referral to a multi-agency team is appropriate

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

Record Keeping

All attendance records and absence follow-up actions will be recorded securely in accordance with the setting's Data Protection and Confidentiality Policies.

Related legislation and guidance:

- Early Years Foundation Stage (EYFS) Statutory Framework
- Working Together to Safeguard Children
- Keeping Children Safe in Education (if applicable to your setting)

Mr. Bee's Policies linked to safeguarding:

- Safeguarding and Child Protection
- Children's Records
- Confidentiality, recording and sharing information, including Client Access to Records
- Children's records

Re: Attendance Policy

This policy was reviewed at a meeting of:

Mr. Bee's Family Centre

Held on:

17th July 2026

Date to be reviewed:

August 2027

Signed on behalf of the Board of Trustees:	
Name of role of signatory:	Jeanette Nowrung, Chairperson
Signed by Senior Early Years Professional:	
Individual Centre Lead's Signature:	
North Lynn:	
Springwood:	
St Augustine's:	