



Attendance and Child Welfare Policy

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At Venture Outdoor Kindergarten, we recognise that young children thrive when they feel safe, secure, and nurtured. While regular attendance helps children develop strong relationships and a sense of routine, we also respect that time spent with family is incredibly valuable. This policy outlines our **approach to attendance with a focus on child welfare and safeguarding** rather than rigid attendance enforcement.

Our Approach to Attendance

We do not believe that young children **must** be in our setting every day to thrive. We encourage regular attendance because it helps children feel a sense of belonging, but we also recognise that family time, rest, and other experiences outside of the Kindergarten are just as important.

However, as a **safeguarding-led setting**, we have a duty to monitor children's well-being. If a child is absent unexpectedly, our concern is always for their **safety and welfare** rather than attendance for attendance's sake.

Reporting Absences

If your child will not be attending, please let us know by **9:00 AM** on the day of absence via phone, text, or email. This allows us to ensure all children are safe and accounted for.

If we do not hear from you, we will contact you to check that everything is okay. This is purely a **welfare check**, and there is no pressure for your child to attend if they are at home with you.

Illness and Infection

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If your child is unwell, we ask that you keep them at home to rest and recover. Please notify us if your child is unable to attend due to illness. This is particularly important in cases of infectious diseases, (please see the link below for all infectious diseases) as it allows us to inform other parents in a timely and sensitive way.

In the case of vomiting or diarrhoea, your child must remain at home for at least 48 hours after the last episode to prevent the spread of infection to other children and staff. We appreciate your understanding and support in helping us maintain a healthy environment for all.

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/managing-specific-infectious-diseases-a-to-z>

Safeguarding & Non-Attendance

As part of our safeguarding duty, we keep track of absences in order to identify any **potential concerns**. While occasional absences are normal, we will **check in** if we notice:

- A **pattern of frequent absences** that might indicate a family needs additional support.
- A child is absent for **multiple consecutive sessions** without contact.
- We are unable to reach parents or emergency contacts after a period of non-attendance.

If we are ever **seriously concerned for a child's safety**, we will follow our **Safeguarding Policy**, which may include contacting **MASH (Multi-Agency Safeguarding Hub) Integrated Front Door IFD** or other agencies.

We fully respect that children's learning happens everywhere, not just at Venture. Time with family, rest days, and holidays are all valuable parts of a child's development. We encourage families to do what works best for them while keeping **open communication** with us about attendance.

If you ever feel your child is struggling with separation, routines, or engagement in the setting, we are always happy to support and find an approach that works for your family.

Minimum Attendance and Suitability of Placement

At Venture Outdoor Kindergarten, we believe that regular and consistent attendance is essential for a child to fully access the provision, settle confidently, and build the relationships and routines that support emotional security, inclusion, and progression. While we acknowledge the value of family time and flexibility, attendance that is too infrequent or irregular can present barriers to a child's development and their ability to engage meaningfully with the setting.

Where a pattern of low attendance prevents a child from settling or making developmental progress, or impacts the ability of staff to identify and meet their needs, we may need to

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review the suitability of the placement. This will be done in partnership with the family, and with a view to supporting the best outcome for the child. We will always seek to work collaboratively and make reasonable adjustments, but our ability to provide effective care and education relies on a shared commitment to regular attendance and open communication.

Lateness & Settling In

We understand that mornings with young children can be unpredictable! If you are running late, just let us know, there is no need to rush or worry. Arriving at a **consistent time** does help children feel settled, but we will always work with families to make transitions smooth and stress-free.

Monitoring and review

This policy is monitored by the staff and management of Venture Outdoor Kindergarten and will be reviewed annually or before if necessary.

This policy was written by Venture Outdoor Kindergarten September 2024.

Reviewed February 2025.

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