



Absence and Attendance Policy

Bumble & Bloom Childcare · Compliant with EYFS September 2025

This policy sets out how we monitor children's attendance, follow up unexpected absences and work with parents and safeguarding partners in line with the September 2025 EYFS safeguarding requirements.

Our commitment

- We keep an accurate daily register of every child, recording arrival and departure times.
- We agree expected attendance patterns with parents at registration and record any planned absences (holidays, medical appointments).
- We recognise that unexplained or persistent absence can be an indicator of a wider safeguarding concern.

Reporting an absence

- Parents are asked to notify Charlotte by phone, text or through the childcare app before the child's expected arrival time on any day they will not attend.
- Parents should give the reason for absence and, for illness, the nature of the symptoms so we can meet our infection control duties.

Following up unexpected absence

- If a child does not arrive as expected and no message has been received, we contact the parents/carers within one hour of the expected arrival time.
- If we cannot reach the primary parent, we contact the additional emergency contacts held on file.
- If we still cannot make contact, we consider whether a welfare check by the police or children's social care is required and act without delay.

Patterns of concern

- Repeated, unexplained or unusual absences are recorded and reviewed.
- Where absence gives rise to a safeguarding concern, we follow our Safeguarding and Child Protection Policy and report to the local authority safeguarding partners.

Working with parents and partners

- We work in partnership with parents to understand and support any underlying reasons for poor attendance.
- For children with an Education, Health and Care Plan, an allocated social worker or a Child Protection Plan, we share attendance information with the relevant professional as required.

Records and review

- Attendance registers are retained securely and confidentially in line with our Data Protection & GDPR Policy.
- This policy is reviewed at least annually and updated to reflect changes in EYFS or local safeguarding guidance.