



# Attendance & Children Missing from Education (CME) Policy

---

## 1. Policy Statement

We recognise that consistent attendance is vital to children's learning, development, wellbeing and safeguarding. In line with Snug principles, continuity, routine and secure relationships support children to develop independence, confidence and a strong sense of belonging. Attendance is closely monitored as part of our safeguarding responsibilities, as irregular attendance, persistent absence or unexplained non-attendance may be an indicator of abuse, neglect or wider family difficulties.

This policy should be read in conjunction with our Safeguarding & Child Protection Policy and reflects the Early Years Foundation Stage (EYFS) safeguarding and welfare requirements. Safeguarding is our paramount priority.

---

## Shared Safeguarding Statement

Safeguarding is everyone's responsibility. At Snug Nursery Schools, safeguarding underpins all aspects of practice, including inclusion, behaviour and SEND. All staff have a duty to act in the best interests of the child, to remain professionally curious, to recognise and respond to concerns promptly, to record and escalate concerns appropriately, and to work in partnership with parents and external agencies. Children's welfare, dignity and safety are always our highest priority.

---

## 2. Legal Framework

This policy is informed by the following statutory guidance and policies:

- Early Years Foundation Stage (EYFS)
  - Safeguarding and Welfare Requirements (for children from birth to five years)
  - Working Together to Safeguard Children
  - Children Missing Education
  - Ofsted Early Years Inspection Framework
  - Local Safeguarding Children Partnership procedures
- 

## 3. Aims of the Policy

We aim to:

- Promote good attendance as part of children's wellbeing and learning
- Identify patterns of concern early

- Respond promptly to unexplained or irregular absence
- Fulfil our safeguarding responsibilities
- Work in partnership with parents and external agencies
- Ensure children are safe, visible and protected

This policy should be read alongside the Safeguarding and Health & Safety policies.

---

#### **4. Expectations of Parents and Carers**

As an early years provision caring for children under compulsory school age, we recognise that attendance patterns may be flexible. However, regular and predictable attendance supports children's emotional security, routines and learning.

Parents and carers are asked to:

- Support consistent attendance in line with their child's agreed sessions
- Inform the nursery of any absence before the session starts
- Provide reasons for absence and, where possible, the expected return date
- Notify the nursery promptly of any changes to contact details
- Inform the nursery if their child will be absent for holidays, family time or medical appointments

Absences should be reported by phone or via Ovivio wherever possible.

---

#### **5. Recording Attendance**

- Daily registers are completed accurately at the start of each session both on reception and Ovivio
- Attendance records include arrival and departure times
- Absences are clearly recorded on the child's Ovivio profile with reasons provided by parents
- Patterns of attendance are monitored by senior staff

Accurate attendance recording is a safeguarding requirement and forms part of our statutory records.

---

#### **6. Absence Procedures**

##### **Planned Absence**

Parents should notify the nursery in advance of any planned absence. Planned absences are recorded and monitored on Ovivio.

##### **Unplanned Absence**

If a child does not attend and no explanation has been received:

- Parents are contacted immediately
- Attempts are made using all known contact details
- Contact attempts are recorded on Ovivio

If no contact is made, this is treated as a safeguarding concern and escalated without delay.

---

## **7. Persistent Irregular Attendance**

Changes in attendance may signal a child or family needing additional support.

Attendance concerns may include:

- Frequent short or sporadic absences
- Patterns of non-attendance on particular days
- Regular late arrivals or early collections that disrupt the child's rhythm and routine
- Sudden changes in previously consistent attendance

Where concerns arise:

- The child's key person or a manager will sensitively discuss patterns with parents
- Support, flexibility and early help are considered
- Attendance is monitored over time
- Safeguarding records are updated where appropriate

We apply professional curiosity and maintain a child-centred approach, respectfully challenging explanations where concerns persist.

---

## **8. Children Missing from Education (CME)**

Although children attending the nursery are under compulsory school age, they can still be considered missing from education if their attendance stops unexpectedly or they become unaccounted for.

A child may be considered missing from education when:

- Agreed sessions are missed with no explanation
- Parents or carers cannot be contacted
- Attendance ceases suddenly with no information provided
- A child leaves the setting and their destination is unknown

Children who become unseen or unaccounted for may be at increased risk of harm.

---

## **9. CME Response and Safeguarding Actions**

If a child is missing from education:

- Immediate attempts are made to contact parents or carers

- All contact attempts are recorded on Ovivio
- The Designated Safeguarding Lead (DSL) is informed without delay
- Safeguarding records are reviewed for existing concerns

If the child's whereabouts cannot be confirmed:

- Children's Services or the Single Point of Access (SPA) will be contacted within 24 hours or immediately if the child has previously been subject to a child protection plan.
- Advice will be followed and referrals made where required
- Ofsted will be notified as soon as reasonably practicable and within 14 days

Under no circumstances will a child under compulsory school age be removed from the roll without appropriate checks (such as written confirmation of a new setting), documented decision-making and safeguarding action. Removal from roll will be decided by the nursery manager and all steps taken will be recorded on Ovivio.

---

## 10. Partnership Working

We work in partnership with:

- Parents and carers
- Health visitors
- Children's Services
- Early help teams
- Other early years settings and schools (where appropriate)

Information is shared in line with safeguarding and data protection requirements, always prioritising the safety of the child.

---

## 11. Roles and Responsibilities

### All Staff

- Complete registers accurately and promptly on Ovivio
- Be alert to attendance patterns and changes in behaviour
- Report concerns immediately to the DSL
- Record concerns factually and clearly

### Designated Safeguarding Lead (DSL)

- Oversees attendance monitoring
  - Identifies safeguarding patterns
  - Liaises with external agencies
  - Ensures timely referrals and escalation
-

## 12. EYFS Expectations

We ensure that:

- Children are consistently visible, safe and known
  - Attendance supports secure attachments, independence and wellbeing
  - Absence procedures reflect the age and developmental stage of each child
  - Staff understand the safeguarding risks associated with children becoming unseen
  - Leaders can demonstrate reflective practice, timely intervention and effective partnership working
- 

Policy date: March 2026

Next review: March 2027

## **Appendix 1**

### **Education Inspection Framework (EIF)**

#### **Intent – Implementation – Impact Summary**

---

---

##### **Intent (*Why*)**

At Snug Nursery Schools, outings and off-site visits are a purposeful extension of the curriculum and are planned with safeguarding at their core. Our intent is to enable children to explore their community and wider world in a way that is safe, inclusive and enriching, while ensuring their welfare, dignity and individual needs are consistently prioritised.

---

---

##### **Implementation (*How*)**

- Outings are carefully planned and risk assessed in advance, with clear procedures that support staff to carry out visits safely and confidently.
    - EYFS ratios are maintained at all times
    - Staff roles are clearly defined
    - Regular headcounts are embedded practiceIndividual needs, including those below, are identified and planned for before each outing.
    - SEND
    - Medical requirements
    - Allergies
    - Dietary needs
  - Staff carry essential safety equipment, follow agreed transport arrangements and respond promptly to incidents in line with safeguarding procedures.
  - Leaders provide effective oversight through approval of plans, secure record-keeping, supervision and reflective review.
- 
- 

##### **Impact (*What difference it makes*)**

- Children benefit from rich, meaningful learning experiences beyond the nursery in an environment where they feel safe, secure and well supported.
- Risks are minimised through consistent practice and professional vigilance.
- Staff demonstrate confidence and accountability when leading outings
- Parents have strong confidence in the setting's safeguarding arrangements
- Leaders can clearly evidence effective safeguarding, strong staff practice and positive outcomes for children during outings and off-site visits.