



1.4 Child attendance and absence policy

The Bumblebee Children's Charity believes that regular attendance is crucial for children's development and learning in the early years of life, and we are committed to supporting families to ensure good attendance. This policy outlines our expectations for attendance, procedures for reporting absences, and how we will work with families to address any attendance concerns.

Importance of Regular Attendance

Through regular attendance, children build up the secure attachments they need for healthy development. A regular routine supports the young child to feel settled and secure. Unsettled children have higher stress levels which in turn prevent them from being able to benefit fully from the learning opportunities available. Studies show that children who regularly attend Early Years settings have better early academic attainment and social-emotional well-being than those who do not attend. Regular attendance provides children with the opportunity to:

- Develop strong social and emotional skills.
- Build positive relationships with staff and peers.
- Access a wide range of learning experiences.
- Establish good routines and habits.

We understand that sometimes children may need time off due to illness, medical appointments or other unavoidable circumstances. We also recognise that sometimes families may need extra support with attendance and staff will collaborate with parents/carers to support your child's good attendance and punctuality.

Attendance Expectations

Parents/Carers:

- Are expected to ensure their child attends regularly and on time.
- Must inform us of any absences as soon as possible.
- Should contact us on the first day of absence.
- Are encouraged to communicate openly with us about any concerns regarding their child's attendance.

Our Setting:

- Will maintain accurate attendance records.
- Will contact parents/carers if a child is absent without notification.
- Will work collaboratively with families to address any attendance concerns.
- Will provide support to families who are struggling with attendance issues.



THE BUMBLEBEE CHILDREN'S CHARITY

miracles in movement

Absence Procedures

Reporting Absences

Parents/carers should inform the charity administrator or the professional team leader as soon as possible, preferably within 24 hours of the first day of absence, via email, voice message or on HIVE. Parents/carers should provide a reason for the absence.

Authorised Absences

Where possible parents/carers should inform us of any legitimate planned absences in advance; such as for illness, medical appointments, or family holidays.

Unexplained Absences

We have a duty to keep children safe and protect them from harm. Poor attendance can be seen as a safeguarding issue. If a child is absent without explanation we will:

- contact the parents/carers or their alternative emergency contact to ascertain the reason for the absence.
- investigate any unexplained or unauthorised absences and implement our Safeguarding children and child protection procedures where appropriate.
- work with families to address any issues that may be contributing to unauthorised absences.

Monitoring and Review

We will regularly monitor attendance data to identify any patterns or trends and we will review this policy annually to ensure it remains relevant and effective.

This attendance and absence policy should be read alongside our:

- Safeguarding children and child protection policy
- Privacy policy
- Children's records policy

Reference material:

- [EYFS Safeguarding reforms](#)
- [EYFS Statutory Framework](#)
- [Working together to Safeguard children](#)

This Policy was adopted by The Bumblebee Children's Charity and will be reviewed yearly.

Date July 2026

Name of signatory Lindsay Warne

Role of signatory Charity Administrator

Signed on behalf of the Trustees