**Weyhill Montessori School Attendance Policy**

While attendance in early years settings is not statutory, Weyhill Montessori School encourages regular attendance to ensure children gain the most benefit from their time here. If a child is expected and not brought by parents/carers, we must consider that the absence may be linked to safeguarding reasons – for example, a parent has had an accident or died at home, or a child has an injury which parents/carers are hiding. The requirement to monitor children’s attendance is also linked to female genital mutilation (FGM) and the Prevent Duty.

Absences will be followed up in a timely manner - this includes if a child is absent for a prolonged period of time and/or if a child is absent without notification from parents/carers. If a child is absent, we will make every effort to contact their parents/carers or emergency contacts. We aim to hold two emergency contacts for the child in addition to parents/carers to help us comply with this requirement. However, if parents/carers cannot provide two additional emergency contacts, we will contact Children’s Social Care in an emergency.

When making a decision about whether an absence is prolonged, we will consider patterns and trends in the child’s absences, the child’s personal circumstances, the child’s vulnerability and parent or carer’s vulnerability and home life. If we are concerned about a child’s absence and parents/carers or the child’s emergency contacts are not available, we will follow our Safeguarding Procedures and speak to local Children’s Social Care services and/or the police to request a welfare check.