



Cornbank Early Learning and Childcare Setting Attendance Policy



Aims

- To ensure pupils are safely accounted for and absences are recorded appropriately.

Objectives

- The register is taken as children come in, they are ticked in immediately by one of the two staff members on the door.
- Parents should phone the ELC if their child is unwell or not attending that day.
- Parents should make the ELC aware as soon as possible if their child is absent due to any infectious disease.
- Absences should be recorded on the orange attendance slip. This will be collected by the school office in the morning.
- Parents should sign their child in/out of ELC.
- At approximately 9am once all children are in, the person on the door that morning should check both registers staff and sign in/ out against each other to ensure all children are accounted for. Any children not signed in by a parent should be signed in by staff.
- If there are any unexplained absences on the register, the person in charge of taking the register should check with the child's key worker and school office staff to see if they are aware of the reason for absence.
- If there is no known reason for a child's absence the SEYP or staff member responsible for the register makes contact with parents/carers of absent children and documents this on the attendance management slip located in the emergency contacts folders.
- If no contact can be made with parents/ carers then emergency contacts should be phoned.
- If no contact can be made at all then procedures in Midlothian ELC attendance management practice guidelines should be followed.
- Staff use the absence/appointment code inside the register to record categories of absence, the same code should be used on the orange slip.
- Key workers keep a record of any attendance concerns in the child's wellbeing log and follow through with SLT.
- SLT will inform Care Inspectorate through eforms of outbreaks of infectious disease.
- Children who do not attend ELC every day are marked on the register already. If they are not please inform SEYP or school office staff.
- The school office notifies ELC staff of changes to attendance made by parents/carers.
- ELC staff notify the school office of changes to attendance made by parent/carers.

- Refer to Midlothian's Attendance Policy (updated May 2018).
- See also Drop off/ Pick up Procedure

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