**Audit - Attendance**

Setting: Completed by: Date:

**EYFS Statutory Requirement 3.76**

• a daily record of the names of the children being cared for on the premises, their hours of attendance and the names of each child's key person

**Inspection handbook – Behaviour and Attitudes**

149. Although attendance at the setting is not mandatory, inspectors will explore how well providers work with parents to promote children’s attendance so that the children form good habits for future learning. In particular, inspectors will consider the attendance of children for whom the provider receives early year’s pupil premium.

|  |  |  |
| --- | --- | --- |
| **Practice** | **What do we do now?** | **Actions for improvement** |
| We have a flowchart that sets out processes around attendance  |  |  |
| We have a robust system that ensures that attendance is reviewed and monitored on a daily basis  |  |  |
| Parents/carers are contacted to gather information about any unauthorised absences – this information in collated and reviewed on a regular basis |  |  |
| Appropriate actions are taken and documented when a concern has been identified |  |  |
| Practitioners are aware and understand the potential link between non-attendance and possible safeguarding concerns |  |  |
| We have and implement an attendance policy |  |  |
| We have a parent/carer contract included in our registration pack |  |  |
| We have an information leaflet that focuses on the importance of good attendance  |  |  |
| Practitioners understand the importance of good attendance and are confident to promote this to families |  |  |
| Discussions take place with parent/carers during induction in relation to good attendance and this continues to be promoted through discussion, displays and reviews |  |  |
| Improvement in attendance is acknowledged and celebrated with parents/carers |  |  |