



Child Absence and Attendance Policy

1. Purpose

This policy sets out how Kanga Sports Ltd manages and responds to child absence across all out-of-school hours provision, including breakfast clubs, parent-paid after-school clubs, wraparound childcare clubs and holiday clubs.

The purpose of this policy is to:

- Safeguard children by ensuring unexplained absence is followed up promptly
- Maintain accurate attendance records
- Ensure consistent procedures across all settings
- Support early identification of welfare or safeguarding concerns
- Work in partnership with host schools and venues to share relevant information, support communication, and identify patterns or concerns in attendance, in line with data protection and safeguarding guidance

Child absence is treated as a safeguarding matter, not solely an administrative issue.

2. Scope

This policy applies to all out of school hours provision, including:

- Breakfast clubs
- Parent-paid after-school activity clubs
- Wraparound childcare clubs
- Holiday clubs

It applies to all Kanga staff, including managers, coaches, support staff, volunteers and sub-contractors.

What this policy does not cover

- Attendance during the school day, which remains the responsibility of the school and is managed under the school's attendance policy



- Any provision delivered during school hours where the school retains responsibility for attendance and safeguarding processes

Where provision is delivered on a school site, the organisation will work in partnership with the school and follow agreed communication and handover procedures to ensure consistency and safeguarding oversight.

3. Definitions

Notified absence

Where a parent/carer informs the setting in advance that a child will not attend.

Unexplained absence

Where a child is expected but does not attend and no reason has been provided.

Prolonged absence

Absence that continues without explanation or raises concern, based on professional judgement.

Repeated / patterned absence

Multiple absences or patterns that may indicate a wider concern.

DSL (Designated Safeguarding Lead)

The member of staff with the lead responsibility for safeguarding and child protection within the organisation. The DSL provides advice and support to staff, manages safeguarding concerns, and makes referrals to external agencies where required.

DDSL (Deputy Designated Safeguarding Lead)

A trained member of staff who supports the DSL and takes on safeguarding responsibilities in their absence. The DDSL has the same level of training and authority to act as the DSL when required.



4. Parent / Carer Responsibilities

Parents/carers must:

- Inform the setting of any absence before the start of the session
- Use the agreed communication method for the club (e.g. phone, email, booking system)
- Provide the child's name, session details and reason for absence
- Inform the setting of expected return date where possible
- Parents/carers should provide regular updates where an absence continues beyond the initially expected return date, including any changes to timescales.
- Parents/carers are responsible for ensuring all contact details, including at least two emergency contact details, are accurate and kept up to date. Kanga Sports will request periodic confirmation of these details.
- Notify the setting of any changes to collection arrangements

Failure to report absence may result in follow-up action by the setting.

5. Provider Responsibilities

The setting will:

- Maintain an accurate register for every session
- Ensure emergency contact details for all children are accessible and up to date.
- Identify children who are expected but do not arrive
- Follow up on unexplained absences promptly (same session/day)
- Record all actions taken and outcomes
- Escalate concerns in line with safeguarding procedures
- A DSL or DDSL is available during all active session times

6. Unexplained Absence Procedure

Where a child is expected but does not attend a club, staff will follow the procedure according to the type of club.

All actions taken will be recorded on an internal incident form.

- Time and method of contact attempts
- Who was contacted
- Outcome of each attempt



Breakfast Clubs

1. Check the internal booking system for any messages from parents/carers regarding absence
2. Contact the primary parent/carer and obtain the reason for the absence
3. Update the register with the reason for absence and inform the school office
4. If no response from primary contact, contact additional emergency contacts
5. If no response from additional emergency contacts, escalate to Kanga DSL and school's DSL (see Escalation and Decision-Making section)
6. Work in partnership with the school DSL to share information and agree on next steps, with the Kanga DSL retaining responsibility for decisions relating to Kanga provision.
7. If the child's whereabouts cannot be established, follow the Emergency Missing Child (Non-Arrival) Policy.

After School Clubs

1. Check at the school office for any daytime absences and update the register on arrival
2. Report any children who have not arrived at the club to the school office ASAP
3. If the child was expected to be handed over from school and cannot be located, follow the Lost Child Policy

Wraparound Care Clubs

1. Check at the school office for any daytime absences and update the register on arrival
2. Report any children who have not arrived at the club to the school office ASAP
3. If the child was expected to be handed over from school and cannot be located, follow the Lost Child Policy

Holiday Clubs

1. Check internal booking system for any messages from parent/carer regarding absence
2. Contact the primary parent/carer and obtain the reason for absence
3. Update the register with the reason for absence
4. If no response from the primary contact, contact additional emergency contacts



5. If no response from additional emergency contacts, escalate to Kanga DSL or DDSL (see Escalation and Decision-Making section)
6. If the child's whereabouts cannot be established, follow the Emergency Missing Child (Non-Arrival) Policy.

Escalation and Decision-Making

Where concerns are escalated, the DSL/DDSL will assess risk and determine appropriate next steps. This may include:

- Continuing attempts to contact parents/carers and emergency contacts
- Liaising with the host school or relevant professionals
- Requesting a welfare check via the police
- Making a referral to children's social care
- Taking immediate action where there is reason to believe the child may be at risk of harm (including contacting police [999] immediately)

All decisions and actions will be clearly recorded.

Where concerns escalate, the Emergency Missing Child (Non-Arrival) Policy, Lost Child Policy, and Safeguarding, Prevent Duty, and Child Protection Policy must be followed.

7. Prolonged or Repeated Absence

Staff must remain alert to patterns or concerns, including:

- Repeated missed sessions / patterns of attendance
- Sudden changes in attendance or appearance
- Known safeguarding or welfare concerns
- SEND or additional vulnerabilities
- Pre-existing injuries

When assessing absence, the Manager/DSL will consider:

- Child's age and vulnerability
- SEND or additional needs
- Previous attendance patterns
- Family circumstances
- Known safeguarding information
- Any patterns or trends



- Pre-existing injuries

Where concerns are identified, appropriate safeguarding action will be taken.

8. Safeguarding Escalation

If absence gives rise to safeguarding concerns:

- Staff must follow the Safeguarding, Prevent Duty and Child Protection Policy immediately
- The DSL must be informed
- Referrals may be made to children's social care
- A police welfare check may be requested where appropriate

If a child's whereabouts cannot be established and there is concern for their safety or wellbeing, this may be treated as a **missing child** situation and the Emergency Missing Child (Non-Arrival) Policy should be followed. The DSL/DDSL will assess risk and determine appropriate next steps, including whether to contact police (999) immediately or other relevant agencies.

Missing Child Concern

A child may be considered "missing" where:

- They are expected to attend but do not arrive
- No contact can be made with parents/carers or emergency contacts
- Their whereabouts cannot be established and there is concern for their safety or wellbeing

9. Local Authority Procedures

Bradford Provision

Where provision operates in Bradford:

- Concerns should be referred to Bradford Children's Services Integrated Front Door (IFD): **01274 433999**
- Emergency Duty Team (out of hours): **01274 431010**
- Immediate risk should be reported via **999**



North Yorkshire Provision

Where provision operates in North Yorkshire:

- Immediate danger should be reported via **999**
- Safeguarding concerns should be referred via North Yorkshire professional referral routes
- Advice may be sought via the MAST consultation line: **01609 535070**

10. Roles and Responsibilities

All Staff

- Monitor attendance
- Follow absence procedures
- Report concerns promptly

DSL (and DDSL)

- Lead on safeguarding decisions
- Make referrals where required
- Provide guidance to staff

Managing Director

- Oversee implementation of this policy
- Support staff decision-making
- Ensure regular staff training
- Ensure records are accurate

DSL and DDSL Contact Information

A Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) is available during all operating hours of the provision.

Details of the DSL and DDSL, including names and contact information, are set out in the **Safeguarding, Prevent Duty and Child Protection Policy** and are displayed at each setting. All staff must ensure they are familiar with who the DSL/DDSL is for their session and how to contact them.



11. Record Keeping and Data Protection

- Records are maintained in line with UK GDPR and safeguarding data sharing guidance
- Registers must be completed for every session
- All absence follow-up actions must be recorded
- Safeguarding records must be factual, accurate and timed
- Records must be stored securely and confidentially
- Information is shared on a need-to-know basis only

12. Related Policies

This policy should be read alongside:

- Safeguarding, Prevent Duty and Child Protection Policy
- Emergency Missing Child (Non-Arrival) Policy
- Child Collection and Late Pick-up Policy
- Behaviour Management Policy
- Data Protection Policy

13. Review

Written by: Sian Wysocki - Managing Director

Approved by: Board of Directors

Date: 30.03.26

Review Date: March 2027

This policy will be reviewed annually or sooner if there are changes to legislation, guidance or local safeguarding procedures.