



Attendance Policy

Designated Safeguarding Leads (DSL): Zara Bouait & Nick Komey

Emergency Contact Number: 07555 539376

Last Reviewed: May 2026 | Next Review: September 2026 (to align with annual KCSIE updates)

Purpose & Core Principles

Regular attendance is essential for children to build relationships, follow routines, and stay safe. At Kids Adventure Days, we treat attendance with the same seriousness as school attendance. Unexplained absences are investigated immediately as a safeguarding priority

Daily Registers & Sign-In/Out

Accurate Records: A daily register is maintained, recording each child's full name, date of birth, and exact arrival/departure times.

Handover Verification: Children must be signed in (holiday club) or signed over from school staff (after-school club) by a designated staff member.

Authorised Collection: Children will only be released to parents/carers or individuals named on the registration form. Staff will verify identity/passwords for any one-off changes.

The '15-minute' rule

If a child is booked to attend and does not arrive within 15 minutes of the expected start time, staff will immediately contact the parents. If parents are unreachable after 30 minutes, the DSL will treat this as a safeguarding concern and may contact the school or Westminster MASH.

Vulnerable Children Tracking

Attendance patterns for children with a Social Worker or those on a Child Protection Plan are monitored daily. Any absence for these children will be reported to their Lead Social Worker at Westminster Children's Services immediately.

Reporting Absence

Notification: Parents must notify the Club via [07555 539376] by [e.g. 2:30 PM] if their child will not be attending a booked session.

Unexplained Absence: If a child is booked but does not arrive, staff will:

- Immediately check the school's daily attendance list (for after-school sessions).
- Call the primary parent/carer if the child's absence is unconfirmed.
- Call emergency contacts if the parent cannot be reached.
- Escalate to the DSL if the child remains unaccounted for (see Missing Child Policy).

Punctuality & Late Collection

Session Times: Parents are expected to collect children promptly at the end of the session.

Late Fees: To cover additional staffing costs and ratios, a late fee of £3 per 10 minutes applies to any collection after the session end time. As per your Uncollected Child Policy

Persistent Lateness: Repeated late collection will result in a formal meeting with the DSL and may lead to the child's place being withdrawn

Monitoring Attendance Trends

In line with May 2026 Ofsted guidance, the DSL reviews attendance data monthly to identify patterns of persistent absence.

Vulnerable Children: We pay particular attention to the attendance of children with SEND or those under Social Care supervision, working with Westminster MASH to address barriers to attendance.

Record Retention: Attendance registers are stored securely for at least three years after a child has left the provision.

External Support Contacts

Westminster Children's Services (MASH): 020 7641 4000

Ofsted (General Enquiries): 0300 123 1231

NSPCC Helpline: 0808 800 5000