



SUMMARY

At Shine we understand that absences occur due to illness and appointments and there are occasions where children may not attend their booked session. Shine's Attendance Policy outlines the responsibilities and actions of Shine staff and parents/carers regarding attendance and absence notification for Shine activities.

ABBREVIATIONS

The following abbreviations are used in the policy:

EYFS – Early Years Foundation Stage

CM – Club Manager

VC – Venue Coordinator

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RISK ASSESSMENTS

- [SHINE-RA-038 Breakfast Clubs and Snack and Chill](#)

RATIONALE

As part of the EYFS 2025 updates, Early Years providers are being asked to monitor, record, and follow-up on absences from the first day of absence. This policy expands upon Shine's Arrivals and Departures Policy to detail Shine's duty to monitor and report absences as part of safeguarding best practice. Although this update pertains to Early Years providers, the principle has been applied to all Shine Wraparound Care and Holiday Club venues.

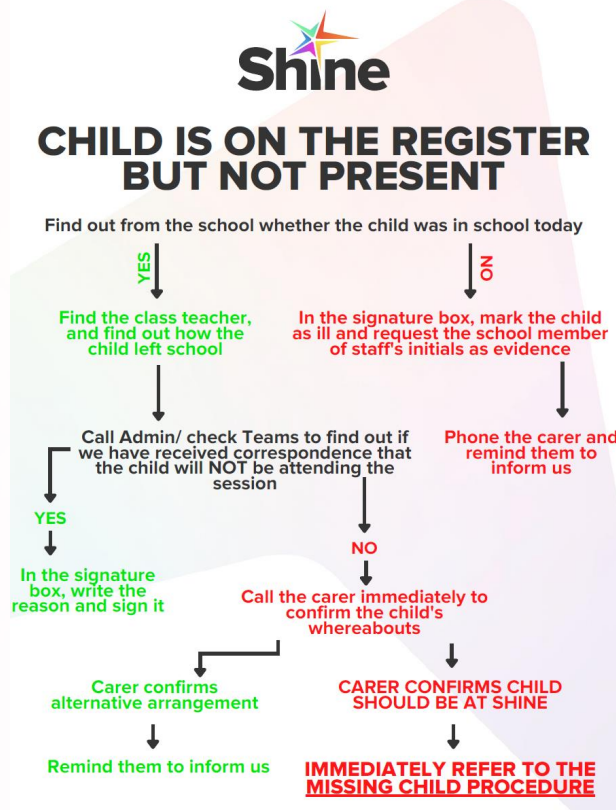
PROCEDURES

Non-Attendance

All children listed on the register for any Shine activity is presumed to be attending. It is the responsibility of the parent/carer to inform Shine if their child will not be attending their booked activity. Should a customer fail to inform Shine that their child will not be attending, the absent child will be deemed a 'non-arrival' and the customer will be charged in full. Parents/carers can inform Shine of an absence by cancelling the activity online, or by contacting the Shine Admin Team ahead of the scheduled activity. Shine's Admin Team will then:

- ⇒ inform the CM, VC or coach of the absence via Teams
- ⇒ cancel the booking, removing the child from the register

Where a child is absent from an activity without prior contact to inform of their absence, for safeguarding reasons, Shine will contact the parent/carers to confirm their child's absence. During Holiday Clubs, staff will follow up by 12pm, for Breakfast Club, staff will follow up before 8.45am, for After School Clubs, coaches will follow the Absent Child Procedure (child is on the register but not present, flow chart) and call during the registration period.



Attendance Monitoring

Prolonged or repeated absences from settings can be a warning sign for a range of safeguarding issues or concerns. Attendance monitoring provides an effective tool for early identification and intervention.

As an optional, parent-paid activity provider, it is not uncommon for children to attend activities sporadically, so monitoring attendance poses unique challenges. However, where a child is booked onto an activity and is persistently noted as a 'non-arrival', Shine will contact parents/carers to remind them of their duty to inform Shine of non-attendance. Where appropriate, Shine will share absence details with the relevant authority. Past attendance can be reviewed via the Shine Live Register system.

Reporting

In addition to the above, CMs and Lead Coaches at Shine Wraparound Care venues have an additional responsibility to recognise and report relevant non-attendance or prolonged absence, since the care is supplementary to the child's school day. Where deemed relevant, absences should be shared with the child's school safeguarding team to help identify



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children who are absent from education and allow for appropriate intervention. Equally, continuous cases of late, non-bookings and prolonged periods of absence (where this is not typical for the child) should be communicated with the child's school safeguarding team.