



Attendance Monitoring and Early Help Referral Guidance

Appendix 15:

POLICY STATEMENT

Munchkin Sports Ltd is committed to safeguarding children and regular attendance is a key indicator of well-being. Unexplained or persistent absence may signal underlying issues requiring intervention.

KEY MEASURES

- ☒ Attendance is recorded daily and monitored for any patterns of concern.
 - Unexplained absences are followed up with parents/carers within 24 hours.
 - Repeated absences trigger a review by the Designated Safeguarding Lead (DSL).
 - Where appropriate, concerns are escalated to Early Help services in partnership with parents/carers and/or school DSL.
 - Staff are trained to recognise signs of neglect, exploitation, or emotional distress linked to absence.
 - All attendance concerns are documented securely and reviewed regularly.

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 05 January 2026

Signed:

Name: Alexandra Ellis

Position: Admin & Operations Manager and DSL