



Attendance Monitoring and Early Help Referral Guidance

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. Attendance monitoring forms part of our wider safeguarding responsibilities and early identification of need.

KEY MEASURES

Daily Attendance Recording & Monitoring

- Attendance is recorded daily and monitored for any patterns of concern, including lateness, irregular attendance, or sudden changes.
- Registers are reviewed as part of the daily safeguarding check.

Follow-Up of Unexplained Absence

- Unexplained absences are followed up with parents/carers within 24 hours.
- If a child with known vulnerabilities does not attend, this is treated as a potential safeguarding concern and escalated immediately.

Escalation & Review

- Repeated absences trigger a review by the Designated Safeguarding Lead (DSL).
- The DSL considers contextual factors, previous concerns, and any emerging patterns.
- Where appropriate, concerns are escalated to Early Help services, in partnership with parents/carers and/or the school DSL.

Staff Awareness & Training

- Staff are trained to recognise signs of neglect, exploitation, emotional distress, or other safeguarding risks linked to absence.
- Staff understand how attendance concerns can indicate wider issues such as bullying, family stress, or unsafe home environments.

Record-Keeping & Information Sharing

- All attendance concerns are documented securely and reviewed regularly.
- Records are shared with partner schools' DSLs where appropriate, in line with KCSIE 2026 and data protection requirements.
- Attendance information may contribute to Early Help assessments or multi-agency safeguarding responses.

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

This policy was last reviewed on: 01 September 2026

Signed:

Name: Katie Lewty

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