



## **Attendance Policy**

### **1. Policy Statement**

This Attendance Policy sets out the expectations, procedures, and responsibilities regarding attendance for children, staff, and volunteers at **Elite SF**. The policy is written in line with safeguarding and welfare expectations consistent with Ofsted requirements and recognised best practice.

Regular attendance and punctuality are essential to the safety, welfare, and successful participation of children in sessions, clubs, camps, and activities.

### **2. Scope of the Policy**

This policy applies to:

- Children attending sessions, clubs, camps, and activities.
- Coaches, assistants, volunteers, and young workers.
- Parents, carers, and guardians responsible for children's attendance.

### **3. Key Principles**

- Children's safety and welfare are paramount.
- Accurate attendance records must be maintained.
- Prompt communication is essential in cases of absence.
- Coaches and volunteers must be aware of attendance responsibilities.

### **4. Responsibilities**

#### **Coach Responsibilities**

- Take accurate registers at the start and end of sessions.
- Monitor attendance throughout sessions.
- Report unexplained absences promptly.
- Ensure records are stored securely.

#### **Parent/Carer Responsibilities**

- Inform the business if a child will be absent.

- Provide accurate contact details.
- Ensure children arrive on time and are collected safely.

### **5. Attendance Recording**

- Registers will be taken at the start and end of each session.
- Any late arrivals or early departures will be recorded.
- Reasons for absence must be documented where known.
- Attendance records will be kept in line with data protection requirements.

### **6. Unexplained Absence**

- Coaches must follow up immediately if a child does not arrive as expected.
- Contact will be made with parents/carers to verify the child's whereabouts.
- If the child cannot be located, the Missing Child from Club Policy will be followed.

### **7. Late Arrival and Early Collection**

- Late arrivals and early collections must be signed in and out.
- Coaches must be made aware of late arrivals to ensure supervision is maintained.
- Repeated lateness will be addressed with parents/carers to ensure child safety.

### **8. Monitoring and Review**

- Attendance patterns will be monitored to identify concerns.
- Coaches will be alerted to frequent absence or lateness.
- Reviews will be used to improve attendance management and safeguarding measures.

### **9. Safeguarding Considerations**

- Attendance monitoring is part of safeguarding practice.
- Persistent absence may trigger safeguarding discussions with parents/carers.
- All attendance concerns must be reported to the Designated Safeguarding Lead (DSL).

### **10. Record Keeping**

- Registers will be stored securely and retained in line with data protection policies.
- Records will be accessible for inspection, safeguarding checks, and audits.

### **11. Communication**

- Parents / carers will be informed promptly of any attendance concerns.
- Coaches and volunteers will be aware of their role in monitoring attendance.
- Clear procedures will be communicated to new coaches and volunteers.

### **12. Policy Review**

This policy will be reviewed annually or sooner if:

- Ofsted guidance or legislation changes.
- An incident highlights the need for review.
- Operational changes occur.

### **13. Declaration**

All coaches, volunteers, and parents/carers must read, understand, and agree to comply with this Attendance Policy.

**Adopted on:** 29<sup>th</sup> December 2025

**Signed on behalf of Elite SF:** J. Bartram

**Date for review:** 29<sup>th</sup> December 2026