

Attendance Policy

In conjunction with the new early years foundation stage curriculum 2025, this is Yapton Preschools attendance policy providing our duty of care for all our children.

Policy Statement

Good attendance plays a fundamental role in supporting children's educational achievement, well-being and in keeping children safer. Establishing regular routines for young children supports the settling-in process and enhances their sense of security and belonging. Even if a child only has a part-time place, regular attendance is still especially important. Attending pre-school helps children establish routines of going to school regularly and being on time, which can help them make a smooth and positive transition to reception.

This policy sets out the procedures in place to promote and monitor attendance within our Early Years Setting and the steps that will be followed if a child is absent from the setting. It also explains the importance and benefits of regular attendance.

Our Aims:

- To create a culture where good attendance and punctuality is 'normality' and valued by all.
- To value the individual and be socially and educationally inclusive.
- To be consistent in the implementation of our policy and procedures for recording and monitoring attendance.
- Work effectively with parents, children, and partners through building trusted relationships to work together to remove barriers to attendance.

To promote good attendance in our Early Years Provision we will:

- Convey clearly to parents and children that regular attendance and punctuality is essential and is in the child's best interest and that unexplained absence will be investigated.
- Keep records of attendance which provide accurate information on actual attendance and lateness to enable monitoring and evaluation so that emerging patterns are addressed.
- Build on existing good practice that fosters a positive attitude to good attendance by quickly responding to children's absence, recognising, and celebrating, 'good' and 'improving' attendance.
- Target attendance and lateness where there has been an issue and aim to set in place strategies and techniques to support and ensure improvement.

Working with parents:

There are several reasons why a child may be absent from preschool, in most cases it is reasonable to expect parents and carers to alert us as soon as possible, through email (yaptonpreschool@hotmail.co.uk), text message or phone call on 07906461624. Parents are advised to contact preschool within an hour of the time. In the case of appointments or holidays, Preschool request adequate notice Records of children's attendance are accurately kept and regularly monitored to ensure that we can identify any potential problems and look for patterns. All managers and staff are alert to signs that children and learners who are missing might be at risk of abuse or neglect, and appropriate action is taken when children and learners stop attending. In our Early Years provision, we are aware that attendance is not statutory, but that non-attendance could be an indicator of other concerns. All managers and staff are particularly aware of the need to monitor groups such as children who are in receipt of two year-old funding, and those for whom we receive Early Years Pupil Premium, as these groups are considered to be vulnerable learners.

Nonattendance

If a child is absent and we are informed of their reason for absence this will be recorded on the register.

If a child is absent without an explanation a telephone call or email will be made to the parents to establish the reason for the absence.

Monitoring, evaluation and use of attendance and punctuality data

Children's attendance patterns will be monitored and reviewed regularly. Concerns which arise through the settings monitoring activities will be discussed with the parent or carer. Monitoring attendance and use of government funded hours may also be passed on at the Local Authority's request. Funded places Two-, three- and four-year-old funding is provided through the local authority. This is public money, and we feel that we have a duty to ensure it is used appropriately. If a place has been reserved but is being used for less than 75% of booked session, we reserve the right to offer that place to any child who may be on our waiting list, for example, a child who has been allocated two-year-old funding but cannot take up a place because sessions are full. This way we can be sure to use the funding to its best effect. We would discuss reasons for absence with parents before retracting the funding offer and will make every effort to work with them to encourage them to increase attendance. Funding would only be withdrawn as a last resort.

Date agreed: September 2025

Policy Review Date: September 2027