# **Attendance Policy**

## **Statement of Intent**

We believe that regular attendance with a strong routine allows for good patterns of behaviour. Good attendance practice promotes good outcomes for children. In a small minority of cases, good attendance practice may also lead to the earlier identification of more serious concerns for a child or family and may have a vital part to play in keeping a child or other family members safe from harm.

## **Aim**

We are committed to ensuring the safety, wellbeing, and consistent development of every child. Regular attendance is vital for children to fully benefit from the experiences we offer. This policy outlines the expectations and procedures surrounding child absence from the setting.

*“All children deserve the care and support they need to have the best start in life. Children learn and develop at a faster rate from birth to five years old than at any other time in their lives, so their experiences in early years have a major impact on their future life chances. A secure, safe, and happy childhood is important in its own right. Good parenting and high-quality early learning provide the foundation children need to fulfil their potential.”* **EYFS Statutory Framework ‘24**

## **Methods**

This policy aligns with the vision and aims of our setting by:

* Encouraging parents, carers, and staff to prioritise attendance to maximise children’s learning and development.
* Outlining clear procedures for parental involvement and attendance communication.
* Regular and punctual attendance is crucial for children’s learning and wellbeing.
* Children should arrive on time every day the setting is open, unless absence is unavoidable.
* Parents should not conceal absences or make excuses. Open communication is essential.
* All absences must be classified by the setting, not the parent/carer.

As an Ofsted-registered early years provider, our attendance records can be scrutinised and may contribute to further evidence where needed. Your support in maintaining strong attendance is vital.

**REPORTING AN ABSENCE:**

If your child is unable to attend preschool on their scheduled day, you must notify us **by 9:30am on the first day of absence** and keep us informed of any changes to the health of the child that affects their attendance/absence. You can report absences via:

* Email: wwpspg@gmail.com
* Telephone 01494 438996
* Tapestry app ( last option )

**UNEXPLAINED** **ABSENCES:**

Children’s attendance is monitored closely. If we do not receive an explanation for your child’s absence by 10:00am, we will attempt to contact you. If we are unable to reach you within **48 hours** and still have no explanation, we may be required to notify **Children’s Services**, in accordance with the **Children Act 2004**.

This procedure reflects guidance from the local authority and is in place due to past serious incidents where the absence of a child went unnoticed following a parent’s illness or emergency.

The sole purpose of this policy is to protect the safety and welfare of the child and their family.

**PARENTAL** **RESPONSIBILITIES:**

* Notify the nursery of your child’s absence by 9:30am on the first day and each day following.
* Use telephone, email, or the Tapestry app (app as a last resort) to report absence.
* Work in partnership with preschool to address any barriers to regular attendance.
* Attend meetings arranged to discuss ongoing or frequent absences.

**STAFF** **RESPONSIBILITIES**

* Complete registers at the beginning of each session.
* Follow up on unexplained absences by contacting the parent by 10:00am.
* Mark absences as **unauthorised** if no explanation is provided.
* Report persistent or concerning absences to the Manager.
* The Manager will take appropriate action and may contact Children’s Services or other agencies if necessary.

**TYPES OF ABSENCES**

* **Authorised Absences** may include illness, religious observance, or holidays
* **Unauthorised Absences** include no explanation or unjustified reasons.

Attendance records are regularly monitored.

This policy was adopted by West Wycombe Pre-school Playgroup in June 2025 and updated when necessary and reviewed on a yearly basis.