



EYFS Attendance Policy

Signed by: Mrs Shelley Bennett – Head Teacher

Date: 25.9.2025

Policy Review Date: 25.9.2027

Policy statement

Good attendance plays a fundamental role in supporting children's educational achievement, well-being, and safety. 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 remains especially important. Attending an *Early Years Setting* helps children develop habits of regular attendance and punctuality, supporting a smooth and positive transition to reception.

This policy outlines 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. It also explains the importance and benefits of regular attendance.

Why attending an *Early Years Setting* matters

If your child attends an *Early Years Setting*, it provides a valuable opportunity for their learning and development to give them the best possible start in life.

Regular attendance helps your child:

- Build strong routines and get ready for their next stage of learning and school
- Develop social skills and make friends
- Learn through play and structured activities
- Benefit from consistent support from staff

Promoting good attendance in our early years provision

To ensure every child benefits fully from their early education, we are committed to promoting regular attendance and punctuality. *We will:*

- Communicate clearly with parents and carers about the importance of regular attendance
- Unexplained absences will be followed up promptly to ensure child safety and to identify any support needs

- Maintain accurate attendance records to monitor and evaluate patterns of absence and lateness, allowing *us* to respond effectively to any concerns

Parents/carers are expected to:

Ensure regular and punctual attendance: Children should attend consistently and arrive on time to benefit fully from the learning and social experiences provided. Establishing a routine helps children feel secure and supports their development.

Notify the setting of absences promptly: If a child is unable to attend, parents/carers must inform *the setting* on the **first day** of absence and provide a clear reason. This helps maintain accurate records and ensures the child's safety.

Engage with staff/childminder to address attendance: If attendance issues arise, parents/carers are expected to work collaboratively with *the setting* to identify any barriers and agree on strategies to support improvement.

Monitoring attendance

Daily attendance registers: *Staff* must complete registers each day, recording both attendance and times of arrival and departure.

Weekly monitoring of patterns: Attendance data will be reviewed weekly to identify any emerging patterns of absence or lateness, to intervene early where necessary to support the child.

Communication with families: Where concerns are identified, *staff* will engage with parents/carers to discuss the issue, understand any underlying causes, and offer appropriate support.

Escalation of persistent issues: If attendance or punctuality does not improve despite initial support, concerns may be escalated to the relevant professionals. This ensures that families receive the help they need.

Responding to absence

Day 1: If a child is absent and no contact has been received, *staff* will attempt to contact the parent/carer. If there is no response, *staff* will then make contact with emergency contacts.

Ongoing absence: If absence continues without explanation, further contact will be made and may involve home visits.

Long-term absence: For extended absences (eg. Long term illness), regular contact will be maintained and a return-to-setting plan may be developed.

Emergency contacts

We kindly ask families to provide more than two emergency contacts where possible. This helps us carry out thorough welfare checks if a child is absent and we haven't been able to make contact. Our priority is always your child's safety and wellbeing, and having additional contacts ensures we can respond quickly and appropriately if needed.

Review and evaluation

This policy will be reviewed annually or sooner if required. Attendance data will be used to evaluate the effectiveness of strategies and inform future planning.