Attendance Policy

Statement of intent

Our intention is for all children to achieve the best possible developmental outcomes during their time at preschool. Regular attendance is essential to achieving this.

Aim:

We (The Management) aim to achieve this by emphasising to parents/carers the importance of their child attending their allocated preschool sessions. However we recognise that absence is sometimes unavoidable and have the following procedures in place.

Methods:

1. For a planned absence, please notify us in advance, either verbally, by text message or by telephone.
2. If your child is ill or their absence is unavoidable, please notify us on the first day of absence by text message or telephone.
3. If a child does not attend preschool and no reason has been provided, we will attempt to telephone their parent/carer within two hours of the start of their allocated session.
4. If we are unable to make contact and the child is absent for a second consecutive session, we will make a further attempt to contact their parent/carer by telephone.
5. If neither attempt is successful and the child is absent for a third consecutive session, we will attempt to contact one of the child's listed emergency contacts.
6. If a child has repeated or prolonged periods of absence and, in our professional judgement, there is cause for concern, we may implement our safeguarding procedures.
7. If a child does not attend for three consecutive sessions and there has been no contact between the family and the provider, we may review the child's place at the setting.
8. Following the review, we will send a letter by recorded delivery to the child's address explaining fully why the review took place and its outcome.
9. We reserve the right to withdraw the absent child’s place if this is in the best interests of the business.

Please note: If there is a safeguarding concern, we will not follow the sequence of procedures set out above. We reserve the right to contact children's social services, our local authority or the police to request a welfare cheque at any point during a child's absence (EYFS 2026 3.11)

Version:	Changes Made:	Author:	Date:
1.0	Baseline version	Lyn D	3rdMay

			2018
1.0	Reviewed, no changes made	Lyn D	15thMarch 2019
1.0	Reviewed, no changes made	Lyn D	8th Oct 2020
1.0	Reviewed, no changes made	Lyn	9th Nov 2022
1.0	Reviewed, no changes made	Lyn	9th Nov 2024
1.1	Change of title Reference made to EYFS 25	Lyn	4th Oct 2025
1.2	Added paragraph relating to periods of prolonged absences	Lyn	22nd Nov 2025
1.3	Reworded with the aid of co-pilot Reference made to EYFS 26	Lyn	9th Nov 2026