Attendance Policy

Regular attendance at preschool is important for children's learning, development, and well-being. Attending consistently helps children build routines, develop social relationships, and make the most of the opportunities available. We also recognise that attendance is particularly important for disadvantaged children and families, where early education can have a significant impact.

This policy sets out our expectations and procedures regarding attendance and absence.

Reporting Absence

- Parents/carers must inform preschool **by 9:00am** if their child is going to be absent.
- Absences should be reported by **phone call, text, or email**, stating the reason for absence and the expected return date where possible.
- If a child is absent due to illness, we ask parents to provide clear information (e.g. "sickness bug" rather than "unwell") to support infection control procedures.

Follow-Up Procedure

- If we have not received notification of an absence by 9:15am, the preschool will make contact with the parent/carer by **text message** in the first instance.
- If no response is received, a **follow-up phone call at 9:30am** will be made to ensure the child is safe and to record the reason for absence.
- If we remain unable to make contact, the absence will be recorded as **unexplained** and may be escalated to the Manager or Designated Safeguarding Lead (DSL) if there are concerns for the child's welfare.

Monitoring Attendance

- Attendance is recorded daily on the preschool register.
- Manager/Deputy will **monitor attendance patterns**, including:
    - Frequent short absences.
    - Repeated absences on the same day(s) of the week.
    - Extended or unexplained absences.
- Where concerns arise, the preschool will arrange a meeting with parents/carers to discuss how attendance can be improved and to offer support.

Prioritising Disadvantaged Children and Families

- We recognise that disadvantaged children benefit greatly from consistent attendance.
- Where a disadvantaged child is experiencing repeated absences, the preschool will:
    - Prioritise follow-up contact with the family.
    - Offer practical support where possible (e.g., signposting to services, flexible arrangements).
    - Work with external agencies if necessary to support regular attendance.
- Absence patterns for disadvantaged children will be **reviewed termly** by the Manager/Deputy and reported to Early Help and GCC Funding Team.

Partnership with Families

We aim to work positively with families to encourage good attendance. We will:

- Communicate the importance of attendance at induction and through regular newsletters.
- Support families facing barriers to attendance in a non-judgemental and confidential way.
- Work collaboratively with other professionals (health visitors, early help, social workers) where attendance is linked to wider family needs.

Review of Policy

This policy will be reviewed annually to ensure it reflects best practice, local authority guidance, and the needs of our preschool community.

Written September 2025
Reviewed annually

Signed: