Leck St Peter's Church of England School

EYFS Attendance Policy

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 nursery 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.

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 and punctuality, highlighting that it is in the child's best interest. Unexplained absences will be followed up promptly to ensure child safety and to identify any potential barriers to attendance that may require support or intervention.
- Maintain accurate attendance records to monitor and evaluate patterns of absence and lateness, allowing us to respond effectively to any concerns.
- Build on existing good practice by fostering a positive attitude toward attendance. We will respond quickly to absences and celebrate both good and improving attendance.
- Target areas of concern by identifying issues with attendance or punctuality and implementing supportive strategies to encourage improvement.

Why Attending a Funded Place Matters

If your child has a funded nursery place (for 2, 3, or 4-year-olds), it's a valuable opportunity for their learning and development. These places are funded by the government to give children the best possible start in life.

Regular attendance helps your child:

- Build strong routines and get ready for school
- Develop social skills and make friends
- Learn through play and structured activities

- Benefit from consistent support from staff

Parents/Carers Are Expected To:

- **Ensure regular and punctual attendance:** Children should attend nursery 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 nursery, parents/carers must inform the setting on the first day of absence and provide a clear reason. This helps staff maintain accurate records and ensures the child's safety.
- **Engage with staff to address attendance concerns:** If attendance issues arise, parents/carers are expected to work collaboratively with nursery staff to identify any barriers and agree on strategies to support improvement. This may include attending meetings, accessing support services, or adjusting routines at home.
- **Support transition and routine building:** Parents/carers play a key role in helping children adapt to the nursery environment. Encouraging regular attendance helps children build confidence, social skills, and readiness for school.

Monitoring Attendance

- **Daily attendance registers:** Staff will complete registers each day, recording both attendance and punctuality. This ensures accurate tracking and supports safeguarding procedures.
- **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. This may include informal conversations, scheduled meetings, or referrals to external services.
- **Escalation of persistent issues:** If attendance or punctuality does not improve despite initial support, concerns may be escalated to the Attendance Support Worker or other relevant professionals. This ensures that families receive the help they need and that children are not disadvantaged by poor attendance.

Responding to Absence

- **Day 1:** If a child is absent and no contact has been received, staff will attempt to contact the parent/carer. This is in line with the EYFS Statutory Framework, which advises that contact should be made in a timely manner, using professional discretion based on the child's individual circumstances.
- **Ongoing Absence:** If absence continues without explanation, further contact will be made and may involve home visits or referrals.
- **Long-Term Absence:** For extended absences, regular contact will be maintained and a return-to-nursery plan may be developed.

Transition to Reception

Regular nursery attendance helps children prepare for the structure and expectations of school life. We work closely with families and schools to ensure a smooth transition, supported by consistent routines and positive attendance habits.

Why It's Important to Use the Place Fully

- The nursery placement is funded by public money allocated specifically for early years education. It is intended to support your child's development and readiness for school.
- We're committed to supporting your child's attendance and wellbeing. If their attendance drops below 75%, we'll take time to review the placement with you, ensuring we explore all options to address any barriers and help your child thrive.
- We'll always talk with you first and work together to find solutions before making any changes.

We're here to support you and want every child to make the most of their funded place. If you're having difficulties with attendance, please speak to us—we're happy to help.

Emergency Contacts

In line with the Early years foundation stage (EYFS) statutory framework (effective from 01st September 2025), 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.

This policy was agreed by the Lune Valley Federation Board of Governors on: 20th October 2026

The scheduled review date of this policy is: October 2027

Signed: **(On behalf of the Governing Body)**

Date: