



Ladybirds Preschool Attendance, Punctuality & Absence Policy

(Revised 1st September 2025)

Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS).

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

Unique Child Positive Partnerships Enabling Environment Learning and Developing

Introduction

‘Even when you’re very small, good attendance makes a BIG difference ...’

Ladybirds Pre-school aims to promote good attendance and punctuality in partnership with parents and carers in early years, ensuring that good habits are formed early so that children are school ready.

Rationale

Regular early years attendance is important for all children as it is only through regular, consistent routines that children build up the secure attachments they need for healthy development.

Research shows that regular part-time attendance from the age of two in a good quality early years setting has a lasting impact on children’s social development and intellectual attainment throughout school.

(Research Brief RBF15-03 The Effective Provision of Pre-school Education Project: Findings from the Preschool Period. Sylva et al, IOE, 2003).

Regular attendance has a positive impact on all aspects of a young child’s learning and development. A regular routine supports the young child to feel settled and secure. Unsettled children have higher stress levels which, in turn, prevent them from being able to benefit fully from the learning opportunities available.

We take steps to ensure that children are kept safe, that their wellbeing is promoted, and they do not miss out on their entitlements and opportunities. At the very least, good attendance promotes good outcomes for children. In a small minority of cases, good attendance may also lead to early identification of more serious concerns for a child or family.

There are several reasons why a child may be absent from a setting. In most cases it is reasonable to expect that parents/carers alert the setting as soon as possible, or in the case of appointments, holidays and religious festivals give adequate notice.

Parents are advised that they should contact the setting within one hour of the time the child would have been expected to advise of their absence either via email or telephone. Designated persons must also adhere to Local Safeguarding Partners (LSP) requirements, procedures and contact protocols for children who are absent or missing from childcare.

Procedure: EYFS key commitments:

We promote good attendance and punctuality by:

- Ensuring children attend for the expected hours, arriving and leaving at the stated pre-school session times
- Recording arrival and departure times on Tapestry and on the paper register (emergency roll-call)
- Recording late arrivals or early collections on the child's Tapestry account and including the reason
- Monitoring late arrival and early collection via the paper register
- **Requiring parents to call or email the setting on the day of absence and every time if they are going to be late or absent**
- **Requiring parents to report sickness by 10.00am, which is then recorded in Tapestry, on the paper register and in the setting's green sheet folder**
- Requiring parents to complete a 'holiday request' via email if they are planning a holiday during term time so this can be recorded accurately in our registers
- Monitoring children's attendance via Tapestry, Paper Register & Green Sheet Folder

There will be no fee reductions or reimbursements for any child absenteeism.

Supporting families

We recognise that sometimes families may need extra support with attendance and punctuality, therefore good communication is essential between them and their child's key person. We will work with parents/carers to support a child's good attendance and punctuality. Where children's attendance is poor and not improving, we will talk to them about the available support from their local children's centre such as implementing bedtime routines or attending parenting classes.

Changes to sessions attended

If you wish to reduce the number of your child's sessions, or are leaving the pre-school, we require written notification at least four weeks before the end of any given term. Failure to give sufficient notice will result in pre-school losing vital funding for which the parent will have to pay.

Poor/irregular attendance

Whilst attendance at an early year's setting is not mandatory, regular poor attendance may be indicative of safeguarding and welfare concerns that should be followed up.

- In the first instance the leadership team should discuss a child's attendance with their parents to ascertain any potential barriers i.e. transport, working patterns etc and should work with the parent/s to offer support where possible.
- If poor attendance continues and strategies to support are not having an impact, the designated person must review the situation and decide if a referral to Children's Resource Services is appropriate.
- Where there are already safeguarding and welfare concerns about a child or a child protection plan is in place, poor/irregular attendance at the setting is reported to the IFD (Integrated Front Door Service) without delay.
- In the case of funded children, the local authority may use their discretion, where absence is recurring or for extended periods, taking into account the reason for the absence and impact on the setting. The setting manager is aware of the local authority policy on reclaiming refunds when a child is absent from a setting.

If at any time further information comes to light that gives cause for concern, procedure Responding to safeguarding or child protection concerns is immediately followed.

Missed hours and absence for funded hours

Wiltshire County Council Funding Team is keen to ensure that families are correctly using all the entitlement they are claiming and are requesting that we monitor unattended sessions whether holiday, sickness or unexplained. Wiltshire County Council will only fund a child's place due to holiday for two weeks. For holidays of longer than two weeks parents/carers will be required to pay to cover any further missed sessions.

We CANNOT keep a place open without this payment. If a funded child is continually absent from particular sessions without prior approval, we will discuss this with the parent/carer and, if the situation does not improve, a reduction will be made in accordance with Wiltshire Council's funding conditions.

Withdrawing a place

We will make every effort to support good attendance and punctuality, as suggested above. However, if there are no other indicators of concern or vulnerability and your child has failed to attend for four consecutive weeks or more without a justifiable reason, we may withdraw your child's place. The process for formally withdrawing a child's place is as follows:

- We will attempt to contact the family twice weekly to seek a justifiable explanation (by telephone and followed up by email), including, of course, first day calling

- We will send a recorded delivery letter during the third week to invite the parent to a meeting to discuss the situation and warning them of the action that will be taken after the fourth week
- We will continue to attempt twice weekly contact by phone and/or email
- We will send a recorded delivery letter in the final week, explaining that the place will be withdrawn on a specific date

Transition

If you decide to move your child to another setting, please inform us so that we can remove them from our register and send the records to the new setting to ensure a smooth transition.

Other Related Policies & Procedures

The following policies provide additional information regarding the safeguarding and welfare of the children in our care:

- *Anti-bullying Policy*
- *Children's Records Policy*
- *Confidentiality & Client Access Records Policy*
- *Diversity & Equality Policy*
- *Emergency Closure Policy*
- *E-safety Policy*
- *EYPP Policy*
- *First aid Policy*
- *Health & Safety Policy*
- *Infection Control Policy*
- *Key Person & Settling In Policy*
- *LADO Policy*
- *Lockdown Policy*
- *Looked After Children Policy*
- *Managing Children & Staff with Allergies Policy*
- *Mobile, Camera & Social Media Policy*
- *Nappy Changing Policy*
- *No Smoking Policy*
- *Outdoor Play Policy*

- *Outings & Visits Policy*
- *Parent Involvement Policy*
- *Parents Alcohol & Drug Misuse Policy*
- *Photography & Video Policy*
- *Physical Contact & Handling Policy*
- *Positive Behaviour Policy*
- *Prevent & British Values Policy*
- *Recording & Reporting of Accidents & Incidents Policy*
- *Safeguarding Policy*
- *Security Policy*
- *Special Needs & Inclusion Policy*
- *Staff Alcohol & Drug Policy*
- *Staff Behaviour Policy*
- *Toileting Policy*
- *Transfer of Records Policy*
- *Uncollected or Lost Children Policy*
- *Vaccination Policy*

This policy will be monitored and evaluated at committee meetings. It will be reviewed annually and unless new legislation or an incident occurs which requires an immediate review of this policy

September 2025

Review Date: September 2026

This Notice was adopted by the committee on

Signed: *Jean De Jarvis*_____

Reviewed Date:

Signature:

Amendments: