



Primary Attendance and Absence Policy for Preschool/Nurseries

Approved by:	Mr J Lewis - CEO	Date: September 2025
Last reviewed:	September 2025	
Next review due by:	September 2026	

Principles

From September 2025, The Department of Education, in line with the Early Years Foundation Stage (EYFS) Framework, require an Attendance Policy to be shared with parents and/or carers, which must include expectations for reporting child absences, and the actions providers will take if a child is absent without notification or for a prolonged period of time.

Although attendance at preschool is not statutory, regular attendance supports children's learning, development, and wellbeing. This policy sets out our expectations for reporting absences, and the procedures staff will follow if a child is absent.

Aims

To promote the importance of good attendance and punctuality.

To ensure the safety and wellbeing of all children.

To establish clear responsibilities for parents/carers and staff.

To comply with safeguarding requirements and trust-wide policies.

Procedures

- Children's attendance is recorded daily using our MIS , Arbor.
- Parents/carers must notify the preschool by phone or email by 10am if their child will not be attending.
- If the absence continues, parents/carers must update us by 10am each subsequent day.
- If no explanation has been received by 10am, staff will attempt to contact parents/carers.
- If no contact is made within 48 hours, an email will be sent to both parents, and emergency contacts will be called.
- If, after 48 hours, we are still unable to confirm a child's safety, the preschool may contact their local authority, in line with the Children Act 2004.

Management & co-ordination

All staff are responsible for monitoring attendance and raising concerns promptly. The Manager/Designated Safeguarding Lead (DSL) has overall responsibility for the implementation of this policy.

The Manager/DSL will:

Review attendance records regularly.

Take appropriate action if patterns of absence emerge.

Contact parents/carers to discuss concerns where necessary.

This policy will be shared with all parents/carers at enrolment and is available upon request. Reminders about attendance expectations will be issued annually and whenever updates occur.