



Early Years Attendance Policy and Procedures

Policy Information

Date of last review:	May 2026	Review period:	2 years
Date ratified by Local Governors:		Policy owner:	EYFS Lead

Reviews/revisions

Review date	Changes made	By whom
May 2028		

Purpose of the Policy:

This policy outlines expectations for promoting regular and punctual attendance for all children attending our Early Years provision.

Attendance in the Early Years is essential for supporting child development, ensuring safeguarding, and preparing children for lifelong learning.

Statutory and Regulatory Context

This policy is informed by the following statutory guidance and legislation:

- Statutory Framework for the Early Years Foundation Stage (EYFS) (DfE, 2024)
- Working Together to Safeguard Children (HM Government, 2018)
- Ofsted Education Inspection Framework (EIF) (Ofsted, 2023)
- Children Missing Education – Statutory Guidance (DfE, 2016)
- Education Act 1996, Section 7 – Parental duty to ensure full-time education

This policy is part of the wider whole Penk Valley Academy Trust Attendance Policy.

Aims and Objectives

This policy intends to;

- promote regular, punctual attendance from the earliest stage of education in our Early Years.
- Encourage a shared commitment to attendance between staff and parents
- Set clear procedures for reporting, recording, and responding to absences
- Support early identification and intervention for persistent absence #
- Ensure robust safeguarding procedures in relation to absence

Principles of Good Attendance in Early Years

Attendance in Early Years supports a child's well-being and academic achievement, including supporting;

- Children's speech, language and communication development
- Consistency of routine and relationships with key adults
- Emotional wellbeing and behavioural development
- Early preparation for school expectations and transitions

Role of Parents in Supporting Attendance

In line with EYFS and the Education Act, parents are expected to:

- Ensure regular attendance to promote consistent routines and development
- Notify the school of absence promptly and consistently
- Work with staff to overcome any attendance difficulties

Attendance Expectations/Attendance Requirements for Nursery Children

At Penkvalley Academy Trust, children are expected to attend all agreed sessions, whether funded or privately paid

Attendance of 96% or above is preferable in line with the school and academy's attendance policy

Patterns of attendance should be consistent and regular to support child wellbeing

Funding could be compromised once attendance falls below 80%

Punctuality

At Princefield, children should arrive on time to facilitate their participation in our daily routines. Late arrival can disrupt a child's learning and staff's ability to manage the day effectively, providing the children with less adult support to help each child to settle.

Frequent or unexplained lateness will be discussed with parents and a plan created to support parents with bringing their child punctually to sessions.

Reporting and Recording Absence - Procedures

Parents should call the school office phone number every day their child is absent.

If parents do not call to report an absence:

- Office staff will call parents within one hour of the missed session start time
- If there is no answer, office staff will call again
- If there is still no answer after the second call, an email will be sent to the parent
- If no response after the second call or email, the absence will be recorded on CPOMS before the end of the day to alert the Designated Safeguarding Lead (DSL)
- Registers are taken daily by key person / class teachers. These will be reviewed by the attendance lead

- Absences are recorded using the school's management information system
- Records are retained in line with data protection and safeguarding policies

Authorised and Unauthorised Absences

Authorised Absences may include: Illness or medical appointments , Family bereavement , Religious observance

Unauthorised Absences include: Frequent or non-specific absences without explanation, Non-attendance for avoidable reasons, Term-Time Holidays

Holidays during term time will be allowed for children in our Early Years under the Age of 5 who attend our Nursery. Once a child has begun their Reception year, we encourage full attendance.

Role of Parents - Authorised and Unauthorised Absences

Parents are expected to inform the school in advance of any absences for safeguarding purposes.

Monitoring and Intervention - Attendance Monitoring Process

The school attendance Lead will review attendance and identify emerging patterns.

Records are analysed termly to monitor trends and improvements.

Attendance below 90% over a half-term will initiate further investigation.

Nursery and Reception staff will note attendance concerns on CPOMS and bring this to the attention of the Early Years Designated Safeguarding Lead (DDSL) and attendance Lead

The Early Years Designated Safeguarding Lead (DDSL) and Attendance Lead may then escalate this to the Designated Safeguarding Lead (DSL).

Persistent Absence

Persistent absence is defined as attendance below 90%

Following a record of persistent absence, an individual meeting with parents will be arranged via letter home. This meeting will discuss concerns and offer support

Attendance improvement plans may be used where appropriate

Referral and Escalation

After 3 consecutive days of unexplained absence, a welfare call or home visit may be arranged

Any safeguarding concerns will be escalated to the Early Years Designated Safeguarding Lead (DDSL) and the Designated Safeguarding Lead (DSL)

The Local Authority will be notified where a child is at risk of being categorised as missing from education.

Safeguarding Considerations

At Princefield Early Years we acknowledge that prolonged or frequent absence without explanation may be a sign of safeguarding risk

The Early Years Designated Safeguarding Lead (DDSL), Attendance Lead will escalate any safeguarding concerns to the Designated Safeguarding Lead (DSL).

Records of non-attendance are considered within the context of a child's overall wellbeing and safety

The attendance register forms part of the child protection record when appropriate

Roles and Responsibilities - Parents and Carers

Parents / Carers will;

- Ensure that their child attends all agreed sessions
- Call the school office phone number every day their child is absent
- Cooperate with staff on any agreed actions to improve attendance

Roles and Responsibilities – Early Years Staff

Early Years staff will;

- Accurately record attendance and follow up concerns promptly
- Communicate the importance of regular attendance with parents
- Provide continuity and a welcoming environment to support attendance
- Record any attendance or punctuality concerns on CPOMS
- Bring any attendance or punctuality concerns to the Early Years DDSL and Attendance Lead

Roles and Responsibilities – Senior Leaders (DSL and Attendance Lead)

Senior Leaders will;

- Monitor attendance data and ensure procedures are followed
- Lead interventions for individual cases as needed
- Liaise with LA and safeguarding teams where necessary
- Oversee the monitoring of attendance for safeguarding purposes
- Coordinate welfare checks and referrals
- Record attendance concerns as part of the safeguarding record

Roles and Responsibilities – The Local Authority

The Role of the Local Authority

- Monitor funded entitlement attendance and may request information on patterns
- Intervene where persistent non-attendance may prejudice a child's educational development
- Offer guidance to families and early years settings to avoid loss of funded places

Support for Families

At Princefield, Nursery and Reception will offer support to families experiencing barriers to attendance, including:

- Access to early help services
- Links with health professionals
- Support for establishing routines and transitions
- Individual attendance support plans may be developed to enable regular attendance

Equality and Inclusion

This policy is applied with sensitivity to the needs of all children and families

Attendance expectations will be explained clearly to families with English as an Additional Language

Children with SEND or medical needs are supported through individual plans to achieve regular attendance.

Policy Review and Communication

This attendance policy is shared with all parents during induction and via our School website.

Regular reminders are sent to reinforce the importance of good attendance via newsletters and are included in communications via class dojo.

This policy will be reviewed bi-annually, or following updates to DfE or statutory guidance. Stakeholder feedback (staff, families, local authority) will be considered during review. Any changes will be communicated clearly and promptly to all parents and carers.

Policy Date – May 2026

Review Date - May 2028

V. Callaghan (EYFS Lead)

