



Attendance Policy

Ladybirds Preschool

Bishops Itchington Primary School

September 2025

Next Review Due: September 2026

1. Policy Statement

At Ladybirds Preschool we are committed to supporting the learning, development, and well-being of every child. Regular attendance is vital in ensuring children benefit fully from the early years curriculum, consistent routines, and secure relationships that support their personal, social, and educational development.

This policy is written in accordance with the Early Years Foundation Stage (EYFS) Statutory Framework, which states that providers must promote the good health, including the mental health, of children attending the setting, and must meet their individual learning and development needs.

2. Aims of the Policy

- To encourage and promote regular attendance and punctuality.
- To ensure children receive their full entitlement to high-quality early years' education.
- To identify and address patterns of irregular attendance early.
- To work in partnership with parents and external agencies where attendance is of concern.

3. Our Provision and Attendance Expectations

Ladybirds Preschool is a term-time only setting within Bishops Itchington Primary School and operates during school terms as published by Warwickshire County Council. We encourage full attendance during a child's agreed sessions.

Regular attendance supports children to:

- Build relationships with staff and peers.
- Settle more quickly and securely.
- Make consistent progress across all areas of the EYFS.
- Establish routines that prepare them for school and lifelong learning.

4. Roles and Responsibilities

Parents and carers are responsible for:

- Ensuring their child attends regularly and on time for all agreed sessions.
- Informing the setting as early as possible (preferably by 9:00 am) if their child is absent, stating the reason.
- Providing advance notice of any planned absences (e.g. holidays, appointments).
- Keeping children off when they are unwell and following exclusion guidelines (e.g. 48-hour rule for sickness/diarrhoea).

Preschool Staff and Management will:

- Record and monitor attendance daily.
- Contact parents if a child is absent without notice (first day calling). If we are unable to make contact with parents, we will call emergency contacts given.
- Discuss attendance concerns with parents early and sensitively.
- Refer to external agencies (e.g. Early Support, Health Visitors, or the Local Authority) if there is persistent absenteeism that may impact the child's development, safety, or well-being.

5. Recording and Monitoring Attendance

A daily register is completed at the beginning of each session.

Absences are recorded with a reason where known.

Patterns of non-attendance (e.g. frequent illness, lateness, or extended holidays) are monitored termly.

If we have concerns about your child's attendance, we may request a meeting with parents to understand and address any underlying issues.

6. Please advise us in advance of the following absence:

- Illness or medical appointments
- Religious observance
- Family emergencies (where possible)
- Pre-agreed holidays (see Section 7)

b. Concerns may be raised regarding attendance if:

- Absence without explanation
- Frequent non-medical absences
- Holidays taken during term time without notice
- Repeated absences without explanation may require referral to the local authority under safeguarding and welfare concerns.

7. Holidays During Term Time

While we understand that some families may travel during term time, we request that:

- All holidays are advised in advance.
- Families are aware that absence from early education may affect their child's development and readiness for school.
- The setting is not obligated to "make up" missed sessions.

8. Lateness

Arriving on time helps children settle and benefit from structured activities. If a child arrives more than 15 minutes late without prior notice, it will be recorded as "late" in the register. Persistent lateness may be discussed with parents.

9. Children Funded for Free Early Education Entitlement (FEEE)

For children claiming government-funded hours (e.g. 15 or 30 hours), the local authority requires regular attendance as part of funding conditions. Repeated non-attendance may result in funding being reviewed or withdrawn, following consultation with the family.

10. Safeguarding Concerns and Persistent Absence

Where a child is absent for more than 10 consecutive days without contact, or where attendance raises safeguarding concerns, the designated safeguarding lead will act in line with our Safeguarding and Child Protection Policy, which may include contacting:

- The local authority Early Years team
- The child's health visitor
- Social care (if appropriate)

11. Supporting Families

We aim to work with parents in a supportive and non-judgemental way. If families are experiencing challenges (e.g. health, transport, housing, or family stress), we encourage them to speak with a member of staff so we can help access appropriate support, including Early Support or signposting to community resources.

12. Review and Implementation

This policy will be reviewed annually and updated in line with changes to the EYFS or local authority guidance. All staff and parents will be made aware of any updates.