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Attendance Policy

At an early age, continuity and consistency are important contributors to a child’s well-being and progress. At Sunflowers pre-school we believe good attendance is essential for children to take full advantage of the learning and development opportunities available to them in their early years.

Aims and rationale of this policy

Through regular attendance, children build up the secure attachments they need for healthy development. A regular routine supports them to feel settled and secure and benefit fully from what the setting has to offer.

Research shows that children who regularly attend Early Years settings have better early academic attainment and social-emotional well-being than those who do not attend. Children with good early years attendance also perform better than their peers at the end of Reception. This means that a lack of attendance could affect your child’s learning and development. Therefore, regular, and punctual attendance is paramount so that all children have full access to everything that the Sunflowers curriculum has to offer.

This policy is in place to promote the importance of attendance and to set good habits in preparation for compulsory school education.

We strive to: -

* Create a culture where good attendance is valued and normalised.
* Promote the importance of an Early Years education.
* Deliver an inclusive environment, where individual circumstances of families are considered.

Procedure that staff will follow

1. Children should be at Sunflowers on time for the days and hours agreed during the registration/booking process, unless the reason for their absence is previously explained by their parent/carer.
2. If a child is absent without a previously explained reason, staff will contact parents to ascertain the reason for the absence at the beginning of the session. Initially by text and if no response by the end of the pre-school session, a phone call.
3. At the Manager’s discretion staff will continue to contact people on the emergency contact list if no earlier response.
4. In certain circumstances where there is a concern regarding the attendance or a vulnerable child/family, at the manager’s discretion a visit may be made to the child’s home by the Manager and key worker.
5. A log should be made of each of these steps via the form attached to this policy and an outcome/plan of action made for conclusion.

Supporting Families

Young children can sometimes be reluctant to attend Early Years provision due to their strong bond with parents and home. We encourage parents to support their child to be positive about attending regularly. Co-operation and communication between home and Sunflowers is the best way to promote regular attendance. Where children’s overall attendance is not improving, the manager will discuss with you further support, for example, implementing bedtime routines, supporting you with healthy eating, referrals to early help or other support agencies.

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| Policy date: 31.01.2025 | Review date: 01.09.2025 |
| Written by: Louisa Cowler (Manager) |  |

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Attendance Concern Log

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| --- | --- | --- | --- | --- |
| Child’s name | Date | Attendance concern | Action taken (include details of any parental contact) | Outcome/next step |
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