

**Nazeing Pre-School, c/o Nazeing Primary School, Hyde Mead, Nazeing. EN9 2HS**

**Attendance Policy**

**Safeguarding and Welfare Requirement:**

Providers must have and implement a policy, and procedures, to safeguard children.

Providers must follow up on absences in a timely manner. If a child is absent for a prolonged period of time, or if a child is absent without notification from the parent or carer, attempts must be made to contact the child’s parents and/or carers and alternative emergency contacts.

Providers must consider patterns and trends in a child’s absences and their personal circumstances and use their professional judgement when deciding if the child’s absence should be considered as prolonged. Consideration must be given to the child’s vulnerability, parent’s and/or carer’s vulnerability and their home life. Any concerns must be referred to local children’s social care services and/or a police welfare check requested.

Providers must have an attendance policy that they share with parents and/or carers. This 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, for example: implementing the setting’s safeguarding procedures, following up with the parents and/or carers and contacting emergency contacts if parents and/or carers are not contactable.

**Policy statement**

Nazeing Pre-School is committed to promoting excellent levels of attendance and punctuality, enabling its children to take full advantage of the educational opportunities available to them.

**Attendance and Punctuality**

Nazeing Pre-School is a PVI setting (private, voluntary and independent) for early years education and care. There is no legal requirement for children to attend the provision. However, there is a proven link between attendance and punctuality and children’s attainment. Regular attendance and punctuality are important because:

• Absence and lateness affect children’s ability to participate in and benefit from the curriculum.

• Children who arrive late disrupt the routine of the day and the work/progress of others.

• Poor attendance and punctuality may result in a child finding it difficult to settle, to become involved and to form social relationships.

• Regular attendance and punctuality will help to instil good habits and promotes the development of a positive attitude towards school.

**Responsibilities**

Nazeing Pre-School is responsible for supporting the attendance of its children and for dealing with problems which may lead to non-attendance. We aim to work in partnership with parents/carers. The Pre-School will:

• Complete attendance registers as the child arrives and leaves;

• Differentiate in the registers between absence for illness or medical reasons and holidays;

• Follow up on poor attendance and punctuality

**Parents/Carers**

Parents and carers are responsible for ensuring that their children have access to early education and that their children attend regularly and punctually. Parents should:

• Ensure their children arrives appropriately dressed and ready to learn;

• Notify Nazeing Pre-School by telephone, email or tapestry if their child is absent, by 10am of any absence;

• Work with staff to resolve issues which may lead to non-attendance.

**Procedures for following up absence**

• All absences are recorded in the register on Tapestry, using the notes section;

• Parents/carers are made aware of Nazeing Pre-School’s policy and their responsibility to inform us in advance of any absence, stating the reason for the absence;

• If no reason for the absence has been received by 10am then the staff will begin by calling the primary carers to clarify the child’s attendance or non-attendance.

• If no neither primary carer answers the phone, we will then move onto both the emergency contacts to clarify the child’s attendance or non-attendance.

• Communication from parents/carers regarding absences will be recorded on the register;

• Absences are monitored, and any issues or trends are addressed accordingly;

• If a child is persistently absent, the Pre-School will contact parents/carers about this and, if this continues, the Manager will invite the parents/carers in to discuss the reasons for absence.

**Strategies for promoting regular attendance and punctuality**

Staff work continuously to create an environment in which parents/carers and children feel welcome and want to be a part of the Pre-School. The procedures for attendance/absence are made clear to parents/carers and staff and are followed consistently.

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| This policy was adopted by | NAZEING PRE-SCHOOL | (name of provider) |
| On | September 2025 | (date) |
| Date to be reviewed | September 2026 | (date) |
| Signed on behalf of the provider | Nicky Mainwaring | |
| Name of signatory | Emma Hughes | |
| Role of signatory (e.g. chair, director or owner) | Chair Person | |