**** **CAPEL PRE-SCHOOL** Reg Charity No: 271366

Capel Village Hall, Falmouth Place, Five Oak Green, Tonbridge, Kent TN12 6RD

 Tel 01892 833363 Mob 07936 151326

Email: admin@capelpreschoolfiveoakgreen.com website: [www.capelpreschoolfiveoakgreen.com](http://www.capelpreschoolfiveoakgreen.com)

**Capel Pre-School Attendance and Absence Policy and Procedures**

At Capel Pre-School, we are committed to promoting regular attendance and ensuring

children receive their full entitlement to early education. Regular attendance supports

children’s learning, emotional security, and developmental progress. This policy outlines

our expectations regarding attendance, procedures for reporting absences, and the

importance of timely communication.

Young children can sometimes be reluctant to attend Pre-School, and this could be because they are tired, still settling in or just want to stay at home with their parents/carers. However, it is always better to support your child’s well-being by reminding them that they will have a great time with their friends. Co-operation and communication between home and Pre-School is the best way to support a child’s well-being and the staff will support each child and family in individual ways always ensuring the child’s well-being comes first

**1. Policy Aims**

- To support consistent attendance for all children.

- To promote strong home–setting communication.

- To align with the EYFS (September 2025) safeguarding duty to identify patterns of

absence or non-attendance.

- To ensure early intervention where attendance concerns may indicate wider welfare

issues.

**2. EYFS 2025 Framework Reference**

As per the EYFS Statutory Framework (effective September 2025):

“Providers must promote good attendance, monitor non-attendance, and take action where

necessary in line with their safeguarding procedures.”

**3. Importance of Regular Attendance**

Regular attendance at preschool is vital for:

- Early learning and development – consistent routines support early brain development,

communication, and social skills.

- Building secure relationships – with peers and key workers.

- Safeguarding – persistent or unexplained absence can be a sign of risk or unmet needs.

**4. Notification Procedure**

Parents and carers must:

- Inform Capel Pre-School by 8.30 a.m. on the first day of a child’s absence.

- Provide a reason for the absence (e.g. illness, holiday, family emergency).

- Keep the Pre-School updated if the child is absent for more than one day.

- Notify the Pre-School in advance of planned absences such as holidays, appointments, or

known family events.

How to Notify:

- Phone: - 01892 833363

**5. Monitoring and Recording Absence**

All absences are recorded and monitored as follows:

- A daily attendance register is completed by staff.

- Patterns of absence or lateness are monitored and followed up.

- Absences without notification by 8.30 a.m. will trigger a first-day call to the parent/carer.

- Continued unexplained absence (2+ days) may be escalated as a safeguarding concern, in

line with our Safeguarding and Child Protection Policy.

**6. When Absence Becomes a Concern**

Capel Pre-School will contact parents/carers to discuss attendance concerns if:

- There is a pattern of frequent absences

- There are long or repeated unexplained absences.

- The absence suggests possible wellbeing, safeguarding, or family support needs.

Where appropriate, we may:

- Hold a meeting with the parent/carer.

- Involve the local authority or other relevant agencies.

- Offer support, such as signposting to Early Help and doing referrals if needed.

**7. Illness and Exclusion Periods**

- Children who are unwell (e.g. fever, vomiting, diarrhoea, infectious illnesses) should not

attend until fully recovered. Speak to a member of staff or check on the NHS website if further info is needed

- Children with communicable diseases must remain at home as advised by health

professionals.

**8. Roles and Responsibilities**

***Parents/Carers****:*

- Ensure their child attends regularly and on time.

- Notify Capel Pre-School promptly about any absences.

***Pre-School Staff*:**

- Endeavour to contact parent/carer on the day. If we fail to make contact within 48 hrs by phone or email we will contact Children’s Services.

- Maintain accurate attendance records.

- Monitor and follow up on non-attendance.

- Escalate concerns in line with safeguarding policies.

***Designated Safeguarding Lead (DSL):***

- Oversees monitoring of persistent or unexplained absence.

- Liaises with external agencies where safeguarding concerns arise.

 **Review of Policy**

This policy will be reviewed annually, or sooner if there are updates to statutory guidance.

Policy Last Reviewed:

Next Review Due: