**EYFS Attendance Policy**

**Policy statement**

Good attendance plays a fundamental role in supporting children’s educational achievement, well-being, and safety. Establishing regular routines for young children supports the settling-in process and enhances their sense of security and belonging. Even if a child only has a part-time place, regular attendance remains especially important. Attending an *Early Years Setting* helps children develop habits of regular attendance and punctuality, supporting a smooth and positive transition to reception.

This policy outlines the procedures in place to promote and monitor attendance within our *Early Years Setting* and the steps that will be followed if a child is absent. It also explains the importance and benefits of regular attendance.

**Why attending an *Early Years Setting* matters**

If your child attends an *Early Years Setting*, it provides a valuable opportunity for their learning and development to give them the best possible start in life.

Regular attendance helps your child:

* Build strong routines and get ready for their next stage of learning and school
* Develop social skills and make friends
* Learn through play and structured activities
* Benefit from consistent support from staff

**Promoting good attendance in our early years provision**

To ensure every child benefits fully from their early education, we are committed to promoting regular attendance and punctuality. *We will*:

* Communicate clearly with parents and carers about the importance of regular attendance
* Unexplained absences will be followed up promptly to ensure child safety andto identify any support needs
* Maintain accurate attendance records to monitor and evaluate patterns of absence and lateness, allowing *us* to respond effectively to any concerns

**Parents/carers are expected to:**

**Ensure regular and punctual attendance:** Children should attend consistently and arrive on time to benefit fully from the learning and social experiences provided. Establishing a routine helps children feel secure and supports their development.

**Notify the setting of absences promptly:** If a child is unable to attend, parents/carers must inform Puddleducks on the **first day** of absence and provide a clear reason. This helps maintain accurate records and ensures the child’s safety.

**Engage with staff/childminder to address attendance:** If attendance issues arise, parents/carers are expected to work collaboratively with Puddleducksto identify any barriers and agree on strategies to support improvement.

**Monitoring attendance**

**Daily attendance registers:** Registers are completed each day, recording both attendance and times of arrival and departure.

**Weekly monitoring of patterns:** Attendance data will be reviewed weekly to identify any emerging patterns of absence or lateness, to intervene early where necessary to support the child.

**Communication with families:** Where concerns are identified, management will engage with parents/carers to discuss the issue, understand any underlying causes, and offer appropriate support.

**Escalation of persistent issues:** If attendance or punctuality does not improve despite initial support, concerns may be escalated to the relevant professionals. This ensures that families receive the help they need.

**Responding to absence**

**Day 1:** If a child is absent and no contact has been received, this is recorded as NBB on the day register and we will attempt to contact the parent/carer if the child has not come in by 10am. If there is no response management will follow this with an email and if need be make contact with emergency contacts.

**Ongoing absence:** If absence continues without explanation, further contact will be made and may involve home visits.

**Long-term absence:** For extended absences (eg. Long term illness), regular contact will be maintained and a return-to-setting plan may be developed.

**Emergency contacts**

We kindly ask families to provide more than two emergency contacts where possible. This helps us carry out thorough welfare checks if a child is absent and we haven’t been able to make contact. Our priority is always your child’s safety and wellbeing, and having additional contacts ensures we can respond quickly and appropriately if needed.

**Review and evaluation**

This policy will be reviewed annually or sooner if required. Attendance data will be used to evaluate the effectiveness of strategies and inform future planning.

* Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Policy Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_