

Attendance and Absence Policy EYFS

Sancton Wood Nursery

Policy Statement-Our setting is committed to promoting the safety, wellbeing and development of all children. Good attendance in the early years helps children build routines, develop social skills, and reach their full potential. Attendance is also an important safeguarding indicator. This policy sets out how we will promote, monitor, and respond to attendance patterns in line with the EYFS statutory framework, Ofsted expectations, and DfE guidance.

Scope

1. All children attending the setting, including those of non-statutory school age.
2. All staff members, volunteers and students on placement.
- 3 Parents and carers.

Legal and Statutory Framework

Early Years Foundation Stage (EYFS) Statutory Framework (2024) 2 DfE Attendance Guidance 3 Ofsted Early Years Inspection Framework 4 Local Safeguarding Partnership procedures 5 Working Together to Safeguard Children (2023)

Roles and Responsibilities Nursery Manager / DSL: Ensure attendance is monitored rigorously, lead safeguarding response, and liaise with other agencies. All Staff: Record daily attendance accurately, report concerns to the DSL, and promote attendance with families.

Parents / Carers: Inform the setting of any absences and support regular attendance.

Procedures Recording Attendance Accurate daily registers are completed at the start of each session. Arrival and departure times are recorded. At least two emergency contacts are kept for each child.

Monitoring and Following Up Absence All absences are investigated and recorded. Contact is made with parents the same day. Persistent lateness or irregular attendance triggers discussion with parents and may lead to Early Help or safeguarding referrals if appropriate. Absence of 4 weeks in the same funding period is reported to the Early Years Funding Team.

Prolonged Absence (PA) From September 2025, all prolonged absences are monitored and tracked. Concerns are escalated in line with local safeguarding procedures.

Promoting Good Attendance Attendance expectations are shared with parents at induction. The benefits of regular attendance are promoted through newsletters and

conversations with families. Flexible start plans are used for settling-in, but normal patterns are established quickly.

Vulnerable Groups We pay close attention to patterns of attendance for children who may be more vulnerable, including those facing difficult family circumstances, experiencing financial hardship, with additional needs or EAL, or known to other agencies.

Safeguarding Links Poor or irregular attendance can be an indicator of abuse or neglect. Attendance concerns are always considered within the setting's Safeguarding and Child Protection Policy and may lead to referrals to Early Help or Children's Social Care.

Monitoring and Review Attendance data is reviewed regularly by the DSL and management team. Patterns and concerns are analysed and acted on. This policy will be reviewed annually or sooner if guidance changes.

Adoption of policy – Sept 2025

Review – Sept 2026

Signed: Clara Furmaniak

Date: 01/09/2025