



Langdale CE Primary School

Every child is valued. No one left behind.



EYFS Attendance Policy

Langdale CE Primary School

Approved by:

Rachel Underwood
(Headteacher)

Date: 15.09.2025

Last reviewed on:

September 2025

Next review due by:

September 2026

Attendance Policy Framework

Policy Statement:

Good attendance plays a fundamental role in supporting children's educational achievement, well-being and in keeping children safer. Establishing regular routines for young children supports the settling-in process and enhances their sense of security and belonging. If a child only has a part-time place, regular attendance is especially important.

Attending nursery and Reception helps children establish routines of going to school regularly and being on time, which can help them make a smooth and positive journey through their schooling.

This policy sets out 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 from the setting. It also explains the importance and benefits of regular attendance.

Our Aims:

- To create a culture where good attendance and punctuality is 'normality' and valued by all.
- To value the individual and be socially and educationally inclusive.
- To be consistent in the implementation of our policy and procedures for recording and monitoring attendance.
- Work effectively with parents, children, and partners through building trusted relationships to work together to remove barriers to attendance.

To promote good attendance in our Early Years Provision we will:

- Convey clearly to parents and children that regular attendance and punctuality is essential and in the child's best interest and that unexplained absence will be investigated.
- Keep records of attendance that provide accurate information on actual attendance and lateness to enable monitoring and evaluation so that emerging patterns are addressed.
- Build on existing good practice that fosters a positive attitude to good attendance by quickly responding to children's absence.
- Target attendance and lateness where there has been an issue and aim to set in place strategies to support families and ensure improvement.

Working with parents:

Leaders and staff will work with parents to address specific aspects of attendance or punctuality, which cause concern through discussion and where appropriate letters will also be used where a parental response and signature is required.

Recognising the factors affecting attendance.

Whilst attendance at nursery is not statutory, authorised absence is only normally granted in the following circumstances:

- Illness of the child
- Health Services Appointments
- Religious observance
- Emergency circumstances

Where these circumstances arise parents should inform the school on the first day of absence or prior to the first day of absence.

Monitoring attendance and punctuality

Records of children's attendance are accurately kept and regularly monitored to ensure that we can identify any

potential issues and look for patterns.

All leaders and staff are alert to signs that children and learners who are missing might be at risk of abuse or neglect, and appropriate action is taken when children and learners stop attending.

In our Early Years provision, we are aware that attendance is not statutory, but that non-attendance could be an indicator of other concerns.

All leaders and staff are particularly aware of the need to monitor groups such as children who receive Early Years Pupil Premium, as these groups are considered to be vulnerable learners.

Procedures in place to record, monitor and follow up on non-attendance.

Daily Registration

Registration will be completed at the start of each session within 15 minutes of the start time. Children attendance or non-attendance will be recorded along with any lateness.

Nonattendance

If a child is absent and we are informed of their reason for absence this will be recorded on the register.

If a child is absent without an explanation, a telephone call will be made to the parents to establish the reason for the absence.

If no contact is made, then the following process will be followed:

- 1) A telephone call to a parent's/carer's will be made.
- 2) An email or text message to parents will be sent.
- 3) Calls to other emergency contacts, including other family members listed as emergency contacts, will be made to try to establish why the child is absent.
- 4) Calls to the siblings' schools, nurseries or childminders will be made to establish if they or the sibling can confirm the child's whereabouts.

If contact cannot be made by telephone call, a home visit may be carried out.

If following this, no contact is made, and there is cause for concern that the child's whereabouts remain unknown, the health visiting service, your child's GP and Children and Families services will be contacted to ascertain if family support may be needed. In more urgent cases, the Police may be contacted to carry out safe and well checks.

Monitoring, evaluation and use of attendance and punctuality data

Children's attendance patterns will be monitored and reviewed regularly. Concerns that arise through the settings monitoring activities will be discussed with the parent or carer.

Absence will also be monitored for the health and well-being of children. For example, so that we are aware of outbreaks of illness which need to be investigated, or to warn parents of infections such as German measles.

Monitoring attendance and use of government-funded hours may also be passed on at the Local Authority's request.