



Pre-School Attendance and Absence Policy

Aims

Our aim is to promote the overall wellbeing and learning and development of all children in the Early Years Foundation Stage (EYFS).

The first five years are critical to a child's life long development and attending a Pre-School can play an important role in determining their success.

Our younger learners will receive positive benefits from attending our Early Years setting. This includes developing communication skills, following simple routines, playing and exploring creative and exciting environments, playing alongside and with children of the same age and interacting and building secure relationships with highly qualified/skilled practitioners.

Children can attend our setting from the age of 3 years old and can do a range of sessions including morning and afternoon sessions or all day.

Pre-School attendance is not compulsory like it is in Infant Junior School but regular attendance is encouraged to develop better outcomes for young children.

Attendance monitoring

Pre-School attendance is monitored through daily registers and all absences and reasons given are recorded.

Parents are required to inform Pre-School if their child is not attending either by a phone call, email or notify via My Child At School app (MCAS).

If a child is absent and no reason has been reported, Pre-School will contact the parents in the first instance.

If parents cannot be contacted and no notification is received we are required by law to contact the emergency contacts provided.

Pre-School will look at patterns or trends for children's absences and if absences are prolonged (taking into account personal circumstances) concerns can be raised with Children's Social Care teams.

Monitoring attendance and use of Government funded hours may be passed on at the Local Authority request.

Holidays can be taken by completing a holiday form. If Government Funding is used to pay for sessions and the Local Authority request the money back, parents will be required to pay the full fees to Pre-School. If sessions are paid for by the parents, full fees will still apply to hold the space for that child.

The registers (Electronic register and paper register) are taken twice a day, at the start of each session to record attendance and absences.

Roles and responsibilities

The Pre-School Manager will:

- Record all attendance and reasons for any absence
- Monitor attendance and patterns or trends
- Work and support parents embed regular attendance
- Refer to agencies for extra support, including our Federation Parent Support Worker (PSW), NHS Health visiting team, Hampshire Early Help Hub, Inclusion team
- Inform Executive Head Teacher regarding prolonged absences

Parents will:

- Ensure their child attends Pre-School regularly
- Bring children to Pre-School on time, ready for the start of session. Lateness can affect young children's wellbeing as it is out of routine for them and can cause some distress.
- Notify Pre-School if their child will be absent from Pre-School
- Complete a holiday form and pay back Funded money (if required to by Local Authority).
- Work with the Pre-School Manager to improve attendance if required

Ratified by FGB: 14/5/2026

to be Reviewed annually: Summer 2027