



Exbourne Preschool Attendance Policy

Approved by: Katie Haydon (Chair of Committee)

Adopted on: 01/09/26

Review Date 01/09/2027

Aligned with EYFS 2025 Framework

Our Commitment to Every Child

We aim to create a welcoming and inclusive environment where attendance is encouraged and supported. Our approach is guided by the following principles of:

Promoting consistency: by encouraging regular attendance to support children's emotional security and learning progress.

Developing healthy habits and routines for life: having expectations that turning up and being on time is important and matters.

Early Identification: recognising patterns of absence early to offer timely support.

Safeguarding: Ensuring that attendance monitoring contributes to the safety and wellbeing of every child.

Working Together: Building strong partnerships with families to overcome barriers and celebrate progress.

Attendance Expectations

We expect all children to attend regularly and on time. We understand that life is unpredictable, that illness and family circumstances may occasionally prevent attendance, and we ask parents to:

- Inform us of absences by 8:30am on the day of the absence.
- Share the reason for absence clearly and honestly.
- Let us know in advance about planned absences, such as holidays or appointments.

For further details on attendance expectations and how they relate to the Early Years Entitlement funding, please refer to Devon County Council's Provider Agreement ²⁰²⁵⁻²⁰²⁶ ~~2024-2025~~ the importance of regular attendance and how it may affect funding if a child is attending another provision or is absent for extended periods.

How We Monitor Attendance

From September 2025, in line with the Early Years Foundation Stage statutory requirements we will:

- Track attendance weekly to identify trends and offer support where needed.
- Review patterns of absence to ensure no child is missing out.
- Report persistent absence concerns to the Designated Safeguarding Lead (DSL) and, if necessary, to Devon's Front Door.

Providers must follow up on absences in a timely manner. If a child is absent for a prolonged period of time, or if a child is absent without notification from the parent or carer, attempts must be made to contact the child's parents and/or carers and alternative emergency contacts. Providers must consider patterns and trends in a child's absences and their personal circumstances and use their professional judgement when deciding if the child's absence should be considered as prolonged. Consideration must be given to the child's vulnerability, parent's and/or carer's vulnerability and their home life. Any concerns must be referred to local children's social care services and/or a police welfare check requested.

If a child is absent for a prolonged period of time, and we haven't heard from the family:

- Staff will contact the parent/carer by phone on the first day of absence 20 minutes after the child's scheduled arrival, via the Family app.
- Parents will have 20 minutes to respond.
- If there is no response, a member of staff will phone the parent(s) .
- If still unsuccessful, we will contact listed emergency contacts.

Having made reasonable efforts to contact the parent/carer and still being unable to speak with anyone with parental responsibility we will refer to EYFS and a welfare check, if no contact is made within the hour, will be required through 999 or children's services.

Should the child return to the setting and no credible explanation is given for the absence we will refer to the Devon Front Door.

Safeguarding Through Absence

Attendance is more than ticking off a number of children on a register; it can be an indicator of wellbeing. Unexplained or frequent absences may indicate a child or family needs support. We will:

- Follow up on absences promptly.
- Escalate concerns to safeguarding partners when necessary.
- Keep clear, confidential records of attendance and actions taken.

Supporting Families

We know that every family's circumstances are unique. When attendance becomes a concern, our first action is always to listen. We will:

- Arrange a friendly, non-judgmental meeting to explore the issues affecting attendance.

- Offer flexible, helpful solutions where possible, such as adjusted hours or support with routines.
- Connect families with external services if additional help is needed.

Our goal is to work together to do what's best for the child.

Holidays and Extended Leave

We discourage families from taking holidays during term times, as they can disrupt children's learning and relationships. We understand, however, that some situations may require flexibility, so we encourage open conversations about any planned leave.

Review and Compliance

This policy will be reviewed annually and updated in line with EYFS and Ofsted guidance. All staff are trained to implement this policy and receive training to implement this policy compassion.