

EYFS Attendance Policy

Introduction

Regular attendance is crucial for children's development, learning, and overall well-being in their early years. This policy outlines our expectations for attendance, procedures for reporting absences, and actions to be taken in cases of unexplained or prolonged absences. We are committed to ensuring the safety and welfare of all children in our care.

Expectations for Attendance

- Children are expected to attend their scheduled sessions regularly and punctually.
- Parents/carers are responsible for ensuring their child's regular attendance.
- If a child is unable to attend, parents/carers must notify the Pre-School as soon as possible.

Reporting Absences

- Parents/carers must notify the Pre-School on the day of the absence.
- Absences can be reported by telephone **01924 885 277**
- Or email **juniorabsence@silcoates.org.uk**.
- When reporting an absence, please include:
 - The child's full name
 - The reason for absence (e.g. illness, appointment)
 - The expected duration of absence

Unexplained Absences

- If a child is absent without notification:
 - We will attempt to contact the parent/carer using the primary contact number provided.
 - If there is no response, we will contact the secondary emergency contact.
 - All contact attempts and outcomes will be recorded in the child's attendance record.
- If we are unable to make contact and have concerns for the child's welfare, we will follow our safeguarding procedures.

Illness

- If your child is unwell, please keep them at home to prevent the spread of infection.
- Please inform us of any contagious illnesses, such as chickenpox, measles.
- Children should not return to the setting until they are symptom-free or as advised by a medical professional.



Late Arrival / Early Collection

- Please inform us if your child will be arriving late or collected early.
- Late arrivals can disrupt the learning environment, so punctuality is encouraged.
- Only authorised persons can collect children.
- Parents/carers must inform us of any changes to collection arrangements.

Late Collection

- It is important to arrive on time to collect your child.
- If you are unable to do so, please arrange for a family member or friend to collect your child and inform the school.
- In the unlikely event that no alternative arrangements can be made, a late collection charge will apply.

Safeguarding

- All staff are trained to identify and respond to safeguarding concerns.
- Any concerns about a child's welfare will be reported to the Designated Safeguarding Lead (DSL).
- We will follow our safeguarding procedures and work with relevant authorities as necessary.

Review & Compliance

This policy is reviewed annually or as necessary to ensure it remains in line with EYFS, ISI, and food hygiene requirements and guidance.

The School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the School's Equal Opportunity Policy document.			
Reviewed by:	Mrs Escreet – Head of Pre-School Mrs Moss – Head of Junior School Mr Evans – Senior Deputy Head		
Date of last review:	June 2026	Date of next review:	June 2027

